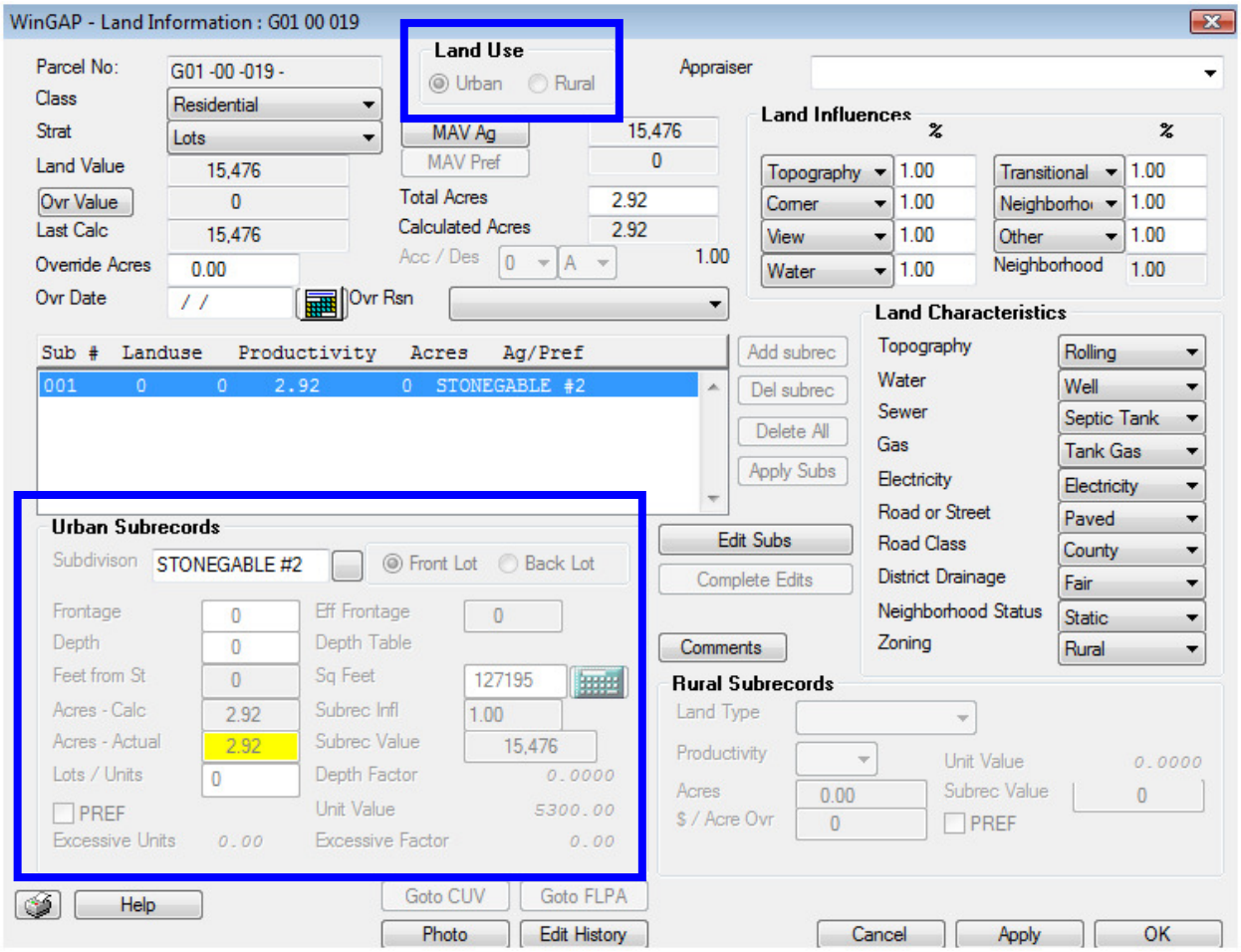
Land Information Form

Land characteristics and subrecord information in WinGAP is added to a Parcel by clicking on the Add or Edit Button to the right of the Land value field on the **Real Property General Information Form**. This takes the user to the Land Information Form. Both Urban and Rural Land subrecords are added, edited, or deleted on this Form. Examples of Urban and Rural Land are shown below and on the next page.

NOTE: Conservation Use land is added, edited, or deleted by clicking the **Covenants** Button on the Real Property General Information Form, or the **Goto CUV** Button on the Land Information Form. Conservation Use land procedures are discussed in this manual in the Conservation Use part of the Covenant Information Form section of this manual. Forest Land Protection Act (FLPA) land is added, edited, or deleted by clicking the **Covenants** Button on the Real Property General Information Form, or the **Goto FLPA** Button on the Land Information Form. FLPA land procedures are discussed in this manual in the FLPA part of the Covenant Information Form section of this manual.

Urban Land



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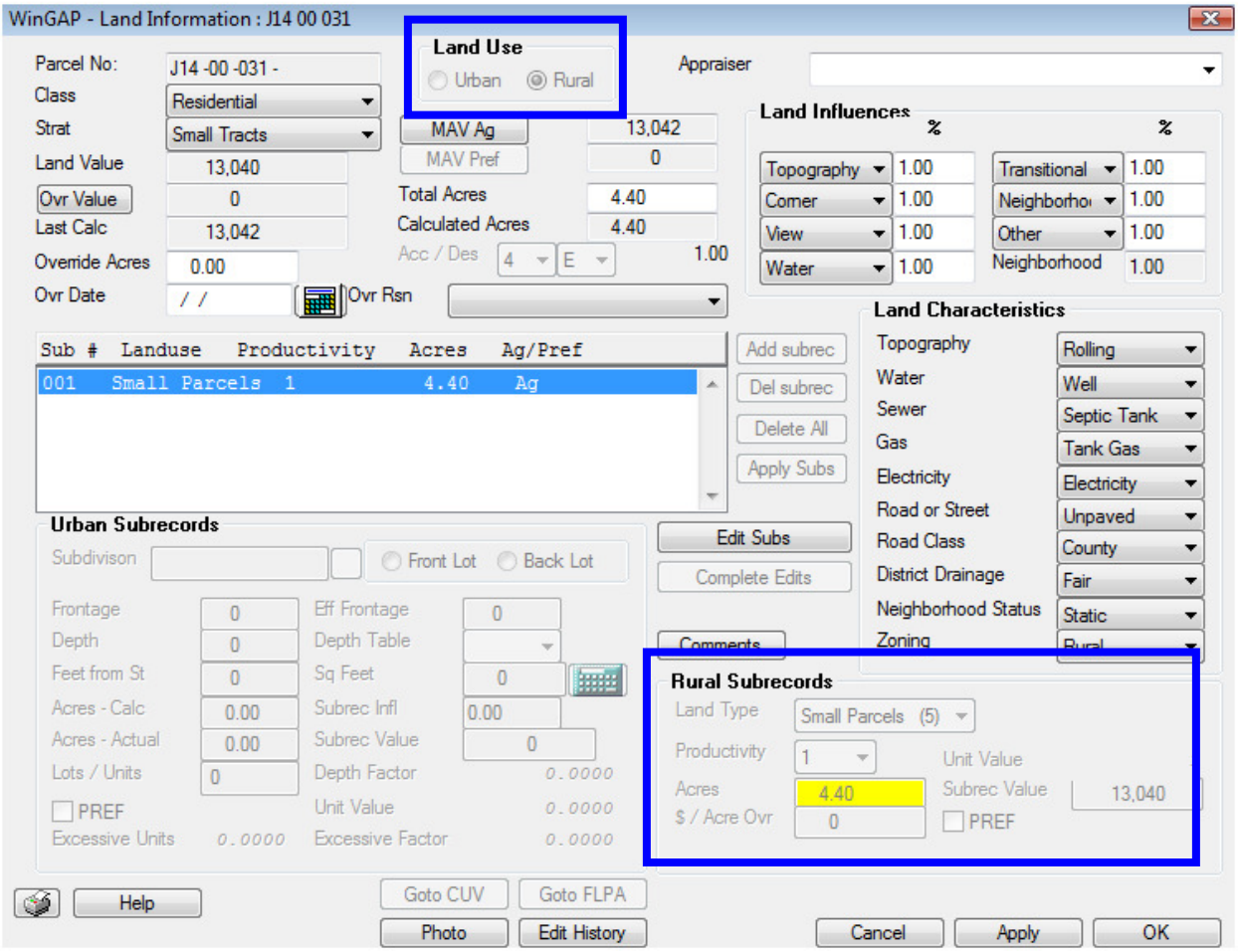
Rural Land



Basic Land Data Entry Procedures

Certain basic procedures for the entering of Land Information must be followed for both Urban and Rural Land:

1. The correct Class and Strat must be selected
2. The Urban or Rural radio button must be clicked to select the correct Land Use
3. The Edit Subs Button must be clicked to initiate the adding or editing of Land subrecords or the Acc/Des code.
4. The Apply Subs Button must be clicked to save a new or edited Land subrecord or Acc/Des code.
5. The Complete Edits Button must be clicked when the editing process is complete for Land subrecords or the Acc/Des code.

Some of these procedures are slightly different when adding Rural Land; those procedures will be discussed in the Adding Rural Land section, below.

Land and Working with the Moratorium Appraised Value (MAV)

The order of processing changes that affect value DOES matter

Non-inflationary changes made first and then saved generates a lower MAV

Any inflationary changes that are made will first result in a portion of the inflationary value being added to MAV

Non-Inflationary Characteristics

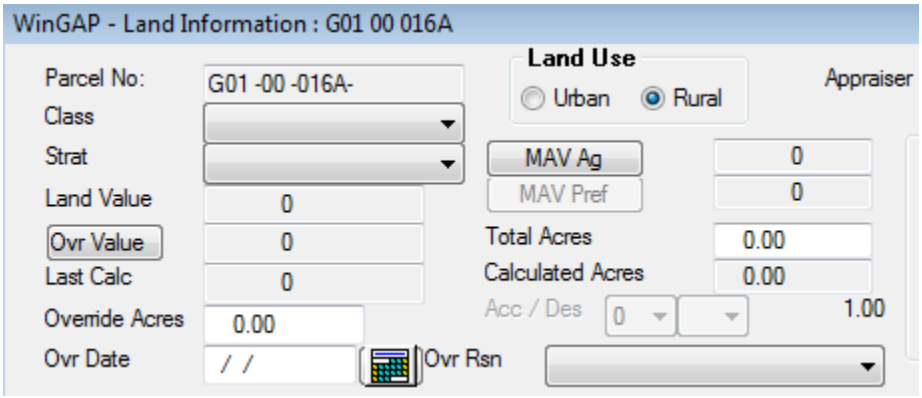
Acres
Front Feet
Depth
Square Feet
Lots
Accessibility / Desirability

Inflationary Characteristics

Influences

NOTE: A more comprehensive discussion of how WinGAP handles the Moratorium Appraised Value can be found in the section in the Appendix entitled **WinGAP HB 233 Changes and Procedures**.

A discussion of all Land Information fields follows. The field sequence is the same as when adding a **NEW** Land Information record.



- **Parcel No**: The property's Parcel Number is displayed in this field. It cannot be edited by the user on this Form.
- **Class**: The Digest Class for the Land, such as Residential, Preferential, Conservation Use, etc. The user can key the first letter of the Class, such as "R" in Residential", click on the combo box, or press the Down Arrow to select the Class.

NOTE: If a beginning Preferential Covenant Year is entered in the **Preferential Start Yr** field on the Real Property Covenant Information Form, a Digest Class of Preferential will be automatically selected in the Class field on the Land Information Form. If a beginning Conservation Use Covenant Year is entered in the **Conservation Use start Year** field on the Real Property Covenant Information Form, a Digest Class of Conservation Use will be automatically selected in the Class field on the Land Information Form. If a beginning year is entered in the **Start Year** of the FLPA section of the Covenant Information Form, the digest class is automatically set to Forest Land Protection.

- **Strat**: The Digest Stratification for the Land, such as Lots, Large Tracts, etc. As with Class, the user can key the first letter of the Strat, such as "L" in Lots", click on the combo box, or press the Down Arrow to select the Strat.

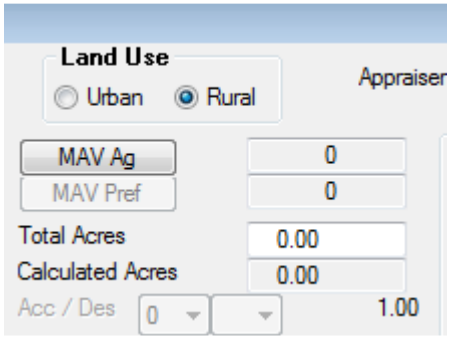
NOTE: If a Digest Strat of "No Land" is selected all fields and controls except the Cancel, Apply, OK, Edit Subs, Comments, Help, Photo, and Edit History Buttons on the Land Information Form will be disabled. An Accessibility/Desirability Code of 0A will be automatically assigned to the Parcel.

- **Land Value**: The calculated Land Value will display in this field. The user does not have access to this field.
- **OVR Value**: If the entire Land Value for the Parcel is to have an override value, the user should click on the **OVR Value** Button and key the value in the field that will appear. The maximum Override Value is $9,999,999,999. If an Override Value is entered, the user should also key an Override Date and select an Override Reason in those fields (see below). **NOTE:** Per Acre Override Values for individual subrecords for Rural Land are entered in the appropriate field on the Rural Subrecords section of this Form.
- **Last Calc**: If a change is made to any of the Land Information that affects Land Value, the Last Calc field will display the previous calculated Land Value, and the Land Value field will display the new calculated

value when the Apply Button is clicked. Once the OK Button is clicked, the new Land Value will display on both the Last Calc and Land Value fields on the Land Information Form.

- **Override Acres**: The Override Acres field provides the appraiser with a means of capturing the total acreage that was used to calculate an Accessibility / Desirability factor when a rural land tract is divided into multiple parcels. The field would only be used in situations where a rural land tract is divided by city limits, county lines, or some other division that requires the tract to be segregated into multiple parcels. The Accessibility / Desirability factor will be determined based on the acreage keyed in this field and the Accessibility/Desirability code that is assigned to the parcel.
- **Ovr Date**: If an Override Value is keyed in the Override Value field, the date the override is entered should be keyed in the Ovr Date field. **Note:** A shortcut for entering the current date is to right click on the field and select Today.
- **Ovr Reason**: If an Override Value is keyed in the Override Value field, a Reason for this Override Value should be selected from one of the Reasons in this combo box. The list of Override Reasons is based upon those entered in **Tools >> Schedules / Tables >> Override Reasons**.

Land Use

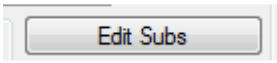


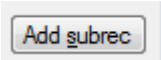
- **Urban / Rural Land Use**: From the Override Reason field the user is taken to the **Land Use** section of the Form. It is very important that the correct Land Use is chosen, as this selection controls access to the Urban or Rural Land subrecord fields. The Land Use for the Parcel is defined by clicking on either the Urban or Rural radio button. The default selection is Rural. Clicking on either Radio Button (only one can be chosen) takes the user to the Total Acres field.
- **MAV Ag**: The MAV Ag field holds the WinGAP generated Moratorium Appraised Value for the non-preferential portion of Agricultural Land. Should this value need to be changed by the user, the MAV Ag Button should be clicked to manually edit this value. The following should be noted when entering a value in this field:
    - Values keyed via the MAV Buttons are not monitored
    - Keyed MAV values are permanent only for that screen session
    - Any future changes to the property could modify MAV
- **MAV Pref**: The MAV Pref field holds the WinGAP generated Moratorium Appraised Value for Preferential Land. Should this value need to be changed by the user, the MAV Pref Button should be clicked to manually edit this value. Like the MAV Ag field, the following should be noted when entering a value in this field:
    - Values keyed via the MAV Buttons are not monitored
    - Keyed MAV values are permanent only for that screen session
    - Any future changes to the property could modify MAV
- **Total Acres**: The Total Acres for the Parcel is keyed here. If Rural Land is chosen as the Land Use, this value **MUST** be greater than zero and agree with the total calculated acres for the Parcel before the user can save the Land Information data and leave the Form, as seen in the above image. If Urban Land is chosen, keying the acres is optional, although if the user wishes to use the land subrecord Acres – Calc value to update the Calculated Acres field, the Acres – Actual field should be “zeroed-out”.

- **Calculated Acres**: The Total Acres as Calculated by WinGAP, based upon Subrecord entry, is displayed here. As mentioned above, the Calculated Acres must agree with the user-keyed Total Acres for Rural Land.
- **Acc / Des**: If Rural Land is the Land Use, and the County utilizes an Accessibility and Desirability table to adjust the value of Rural Land for location and size, the Acc / Des classification selection is made in these two fields. One Acc / Des classification can be used per parcel. If not used, the Acc / Des class fields should be left at the defaults of 0 and A. **NOTE**: The Acc / Des combo boxes are not available for adding / editing until the Edit Subs button has been clicked, and then only if Rural Land is the Land Use.

IMPORTANT: As mentioned earlier, Land Characteristics such as Acres and Accessibility / Desirability tract values and / or factors are a Non-Inflationary Land Characteristic . How and when they are applied to the land data will affect the MAV. See the section earlier in the Land Information section entitled **Land and Working with the Moratorium Appraised Value (MAV)** for important procedures to follow in order to comply with the laws regarding the MAV.

Edit Subs and Add Subrec Buttons

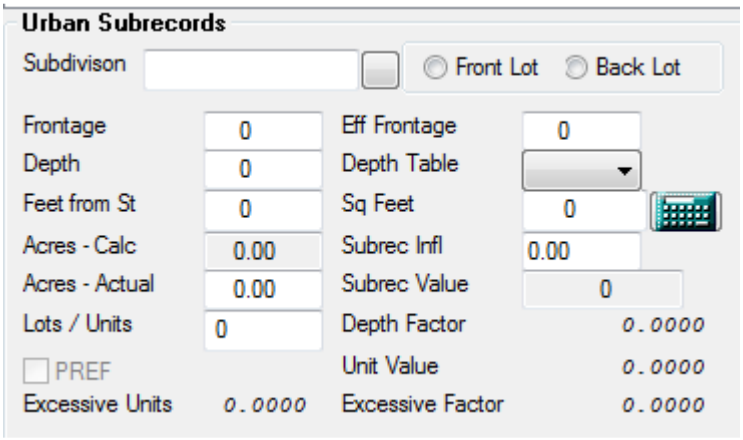




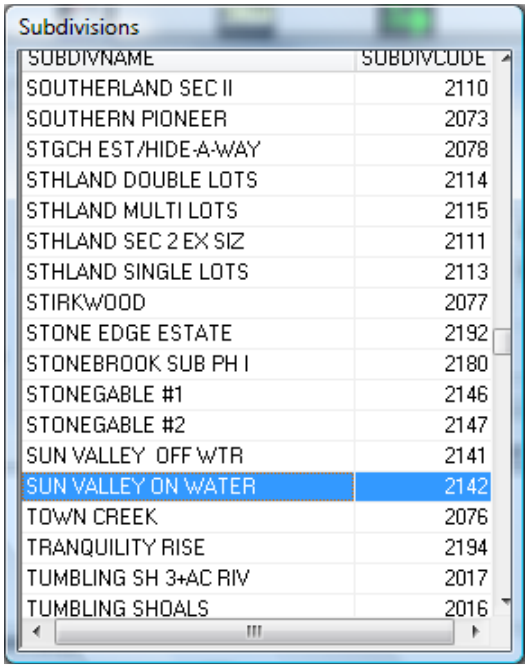
The adding of both Urban and Rural Land subrecords begins with the user clicking the **Edit Subs** button and then the **Add subrec** Buttons, in that order. The **Apply Subs** button must be clicked after each new subrecord is added or a subrecord is edited. Adding a new subrecord or editing another subrecord without clicking Apply Subs will result in a loss of data.

If Urban Land has been selected in the Land Use radio button section, the fields in the Urban Subrecords section of the Form will open up for data entry. If Rural Land is selected, the fields in the Rural Subrecords section of the Form will open up. Urban Land will be covered first.

Adding Urban Land



- **Subdivision**: The first field the user is taken to when adding Urban Land is the Subdivision field. At times, the selection in this field will be not a true subdivision but an entry in the Urban Land valuation schedules that represents an area of homogeneous pricing. A Subdivision MUST be selected in order to add Urban Land subrecords. The user can key the first letter of the Subdivision name, such as "R", click on the combo box arrow (or press the Down Arrow key), and be taken to the first Subdivision that begins with that letter, as seen on the next page.



The correct Subdivision should then be located and highlighted, and can be selected by either hitting Enter or double-clicking with the mouse to insert the Subdivision Name in the field. The Subdivisions that display in the list are based upon those set up in the Urban Land Schedule found in **Tools >> Schedules / Tables >> Urban Land**.

NOTE: at the present time, it is not possible to add a new Subdivision to the Urban Land Schedule when adding an Urban Land subrecord. Subdivisions can only be added in **Tools >>Schedules / Tables >> Urban Land**.

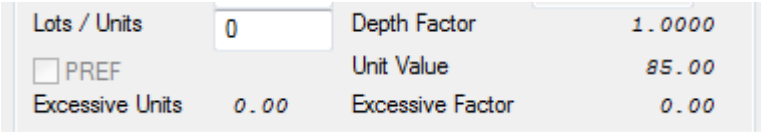
- **Front Lot / Back Lot**: After selecting a Subdivision, the user is taken to the Front Lot and Back Lot radio buttons. The default is Front Lot. One of these types should be selected, usually Front Lot, regardless of the type of calculation method (Front Foot, Acre, Lot, or Square Foot) used for that particular Subdivision. If adding a Back Lot subrecord, that radio button should be selected. A Back Lot is a lot or segment of a lot that has no road frontage.

NOTE: depending upon the calculation method used by the Subdivision, at least one of the data entry fields in the Urban Subrecords section of the Form will be highlighted in yellow. An entry MUST be made in that highlighted field for the subrecord; data entry is optional in fields that are not highlighted.

- **Frontage**: The Frontage, in feet, for the subrecord is keyed here. This field will be highlighted in yellow for a subdivision valued by the Front Foot.
- **Depth**: The Depth, in feet, for the subrecord is keyed here. This field will be highlighted in yellow for a subdivision valued by the Front Foot.
- **Feet from St**: Used in calculating a Back Lot subrecord, the distance from the street to the front of the Back Lot, in feet, is keyed here.
- **Acres - Calc**: The acres as calculated by WinGAP for the subrecord. This field cannot be accessed by the user.
- **Acres - Actual**: Any value entered by the user and greater than zero in the Acres – Actual field will be placed in the Calculated Acres field at the top of the Land Information Form, and will be used to update Total Acres. The field will be highlighted in yellow if the subdivision is valued by the Acres calculation method, and an entry is required. **Note**: If the user wishes to use the Acres – Calc field value, above, to update the Calculated Acres at the top of the Land Information Form, the Acres – Actual field should be "zeroed out".
- **Lots**: The number of Lots occupied by this Subrecord. This field will be highlighted in yellow for a subdivision valued by the Lot calculation method, and data entry is required for WinGAP to calculate a subrecord value. Otherwise, data entry is optional.

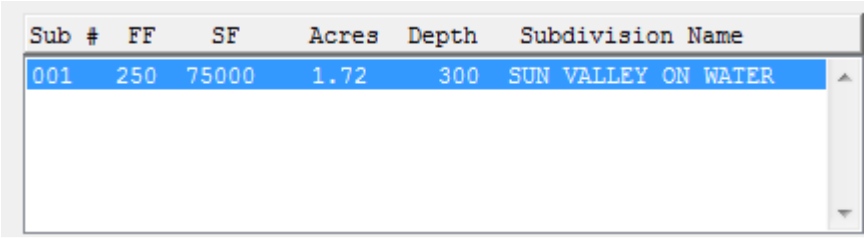
- **Eff Frontage**: The actual frontage adjusted for a non-uniform subrecord, as determined by the appraiser. Data entry is optional; however, if an entry is made in this field and the subrecord is valued by the Front Foot Method, the Effective Frontage will be used instead of the Frontage to value the subrecord.
- **Depth Table**: Data entry in this field will only be allowed when the subrecord uses the Front Foot calculation method. The field is used to assign the Depth Table, as determined by the appraiser for that particular Subdivision. The field will be highlighted in Yellow, and will default to the assigned Depth Table for that Subdivision.
- **Sq Feet**: The field will be highlighted in yellow if the subdivision is valued by the Square Feet calculation method, and an entry is required. If the subrecord Frontage and Depth are keyed in those fields, WinGAP will calculate the square footage; otherwise, the square footage can be keyed in the field. The Calculator to the right of the field can also be used to calculate the square footage and insert the value in the field.
- **Subrec Infl**: This field is used to enter a percentage adjustment, usually for shape, for the subrecord. The default for this field is 1.00. Values are always expressed as percent good. **Example:** a triangular shaped lot with the base of the triangle on the street would have a .65 value.
- **Subrec Value**: Not accessible to the user, the value of the subrecord displays in this field.
- **Preferential Subrecord**: If the subrecord is under Preferential Assessment, the user should click with the mouse (or press the space bar) to place a checkmark in this field.

At this point, WinGAP will display several values in the bottom part of the Urban Subrecords section of the Form:



- **Depth Factor**: The calculated Depth Factor for the subrecord, based upon the parcel depth and the depth table assigned to the subrecord, if the Subdivision used by this subrecord uses the Front Foot calculation method.
- **Unit Value**: Displays the Unit Value ($/Front Foot) for this subrecord if the Subdivision used by this subrecord uses the Front Foot calculation method. Unit values for the other calculation methods will be displayed accordingly.
- **Excessive Units**: Displays the Excessive Units Value for this subrecord, regardless of calculation method, if used by this Subdivision.
- **Excessive Factor**: Displays the Excessive Units Factor adjustment for this subrecord, regardless of calculation method, if used by this Subdivision.

Once the user has finished adding the Urban Land subrecord data, the **Apply Subs** button should be clicked. The Subrecord list box in the left center of the Form will display the Urban Land subrecord that was added.



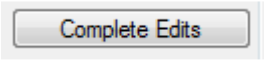
The column headings refer to the

- Subrecord # (controlled by WinGAP),
- FF (frontage),
- SF (square footage),
- Acres,
- Depth,
- Subdivision Name

More Urban Land Subrecords can be added at this point, if needed, by again clicking the **Add subrec** button and proceeding as discussed above.

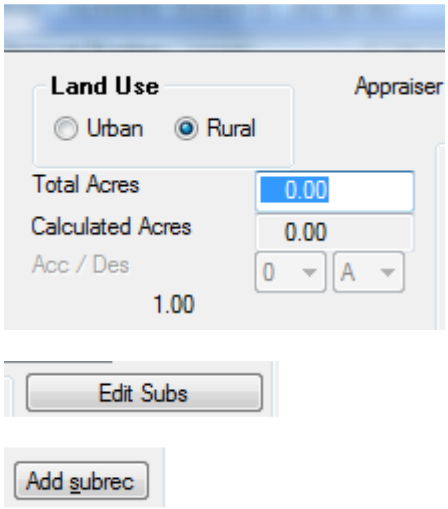
IMPORTANT: As mentioned earlier, Land Characteristics such as Acres are a Non-Inflationary Land Characteristic . How and when they are applied to the land data will affect the MAV. See the section earlier in the Land Information section entitled **Land and Working with the Moratorium Appraised Value (MAV)** for important procedures to follow in order to comply with the laws regarding the MAV.

Complete Edits Button



When all Subrecord data entry has been completed, the **Complete Edits** button should be clicked to save the information. The **Apply** and **OK** buttons will now be in focus. The user can now proceed to the Appraiser, Land Influences, or other sections of the Land Information Form. Before discussing these sections, however, which apply to the entire Parcel, the Rural Land part of the Form will be covered.

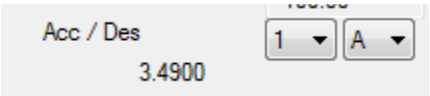
Adding Rural Land



The Rural Land radio button in the Land Use section of the Land Information Form, above, must be selected before the user can begin adding Rural Land Subrecords. Also, as discussed previously under Urban Land, the **Edit Subs** and the **Add subrec** buttons must be clicked, in that order, to begin adding Rural Land. The Acc/Des fields and all of the fields in the Rural Subrecords section of the Form will then open up.

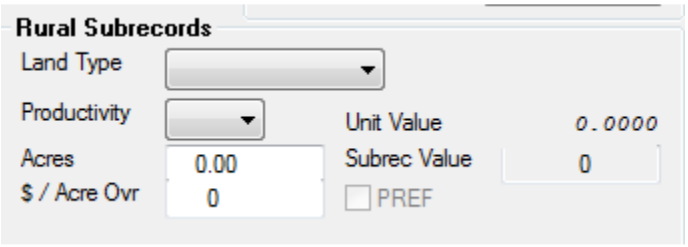
Also, while the sequence for adding either Urban or Rural Land is similar, the adding of Rural Land MUST follow the procedures below:

1. Assign Class/Strat
2. Make sure Rural Land Use is selected
3. Enter Total Acres
4. Click the Edit Subs Button
5. Change Acc/Des to correct code (the default is 0A)
6. Click the Add subrec Button
7. Enter Subrecords as needed



- **Acc / Des**: If the County utilizes an Accessibility and Desirability table to adjust the value of Rural Land for location and size, the Acc / Des classification selection is made in these two fields. One Acc / Des classification can be used per parcel. If not used, the Acc / Des class fields should be left at the defaults of 0 and A. Also, the Acc / Des should be set to 0 and A if the Override Acres field is used (see discussion, above, for the Override Acres field).

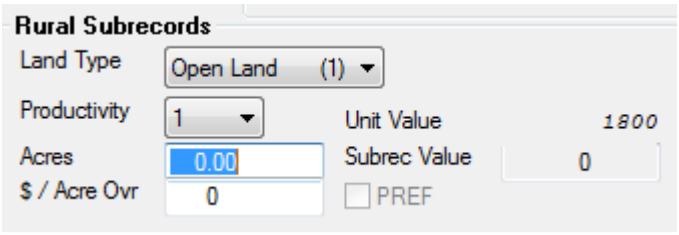
IMPORTANT: As mentioned earlier, Land Characteristics such as Accessibility / Desirability tract values and / or factors are a Non-Inflationary Land Characteristic . How and when they are applied to the land data will affect the MAV. See the section earlier in the Land Information section entitled **Land and Working with the Moratorium Appraised Value (MAV)** for important procedures to follow in order to comply with the laws regarding the MAV.



- **Land Type**: The first field the user is taken to when adding Rural Land is the Land Type field. The Down Arrow to the right of the combo box can be clicked to select a Land Type. The Land Types that display are based upon those set up in the Rural Land Schedules found in **Tools >> Schedules / Tables >> Rural Land**. Pressing Enter or clicking once with the mouse will insert the Land Type in the field.

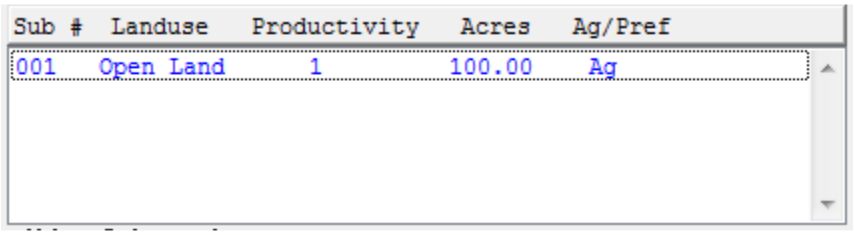
NOTE: at the present time, it is not possible to add a new Land Type to the Rural Land Schedule when adding a Rural Land subrecord. Land Types can only be added in **Tools >> Schedules / Tables >> Rural Land**.

- **Productivity**: The Productivity Class for the subrecord is selected in this field by clicking on the arrow to the right of the combo box and selecting the correct Productivity Class. A numerical entry of 1 through 9 is required for all Land Types. The user can key the entry and tab to the next field rather than clicking with the mouse.



- **Acres**: The Acres field requires a number ranging from .01 to 99999.99, and is entered by keying the value.
- **$ / Acre Ovr**: If desired, a per acre override value for this subrecord can be entered in this field. If no override value is needed, the field should be left at zero.
- **Unit Value**: The Base Land Value, as seen below, associated with the Land Type and Productivity Class for this Rural Land subrecord, as pulled from the Rural Land Schedule. This value does not include any adjustments.
- **Preferential Subrecord**: From the $ / Acre Ovr field the user is taken to the Preferential Subrecord checkbox. If the subrecord is under Preferential Assessment, the user should click with the mouse (or press the space bar) to place a checkmark in the field.
- **Subrec Value**: The subrecord value as calculated by WinGAP will appear in this field upon completion of data entry.

Once the user has finished adding the Rural Land subrecord data, the **Apply Subs** Button should be clicked. The Subrecord list box in the left center of the Form will display the Rural Land subrecord that was added. The **Apply Subs** button must be clicked after each new subrecord is added or a subrecord is edited. Adding a new subrecord or editing another subrecord without clicking Apply Subs will result in a loss of data.

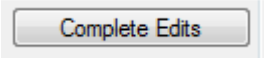


The column headings in the Subrecord list box, previous page, refer to the

- Subrecord # (controlled by WinGAP),
- Land Use,
- Productivity Class,
- Acres,
- Assessment type (Ag or Pref)

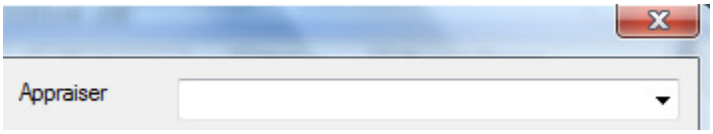
More Rural Land Subrecords can be added at this point, if needed, by again clicking the Add subrec button and proceeding as discussed above.

Complete Edits Button



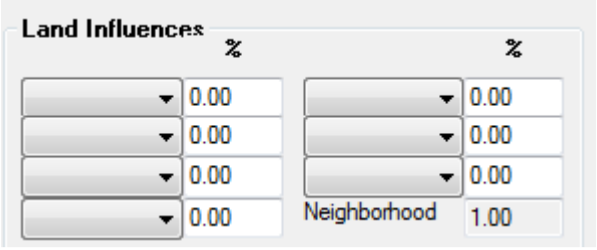
As with Urban Land, when all Subrecord data entry has been completed, the **Complete Edits** button should be clicked to save the information. The **Apply** and **OK** buttons will now be in focus. The user can now proceed to the Appraiser, Land Influences, or other sections of the Land Information Form.

Appraiser



Appraiser: The Appraiser combo box is where the Land Appraiser's name can be selected if WinGAP users are set up in Tools >> Password Administration. The user can also key the Appraiser's name if desired. The field is 45 characters wide.

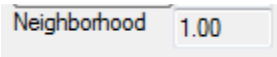
Land Influences



Land Influences affect the land value of the entire Parcel and can be either additive or multiplicative (also called Compound), depending upon the choice made in the Land Influences field found in **Tools >> Preferences**. All values represent percent good. The down arrow to the right of the combo box can be clicked to select an Influence; the user can also key the first letter of the Influence. The influences that display are based upon those set up in **Tools >> Schedules/Tables >> Land Influences**. Pressing the Tab key will take the user to the % field, where the adjustment factor can be keyed. The adjustment factor can range from .01 to 9.99.

IMPORTANT: As mentioned earlier, Land Influences are an Inflationary Land Characteristic. How and when they are applied to the land data will affect the MAV. See the section earlier in the Land Information section entitled **Land and Working with the Moratorium Appraised Value (MAV)** for important procedures to follow in order to comply with the laws regarding the MAV.

Neighborhood



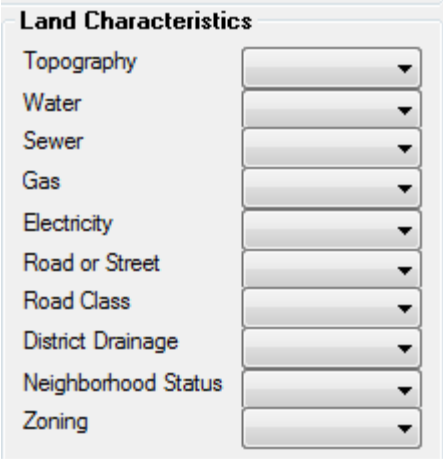
The Neighborhood Factor that displays in this field is determined by

1) the Land Use (Urban or Rural) for the Parcel;
2) the Neighborhood for the Parcel, as selected on the Real Property General Information Form;
3) the factor for that type of Land Use as defined in the Neighborhood Schedule, as set up in **Tools >> Schedules / Tables >> Neighborhoods**.

The factor value represents percent good and is multiplicative.

Example: If Rural Land has a Neighborhood Factor of 1.10 as set up in the Neighborhoods Schedule, the Rural Land value will be 110% of the adjusted land value, or Neighborhood Factor X (Total Subrecord Value X Accessibility/ Desirability x Influences). Urban Land value would be the result of the Neighborhood Factor x (Total Subrecord Value X Influences). The Neighborhood Factor can range from .01 to 9.99. If no Neighborhood is defined for the parcel, a 1.00 will display as the Factor.

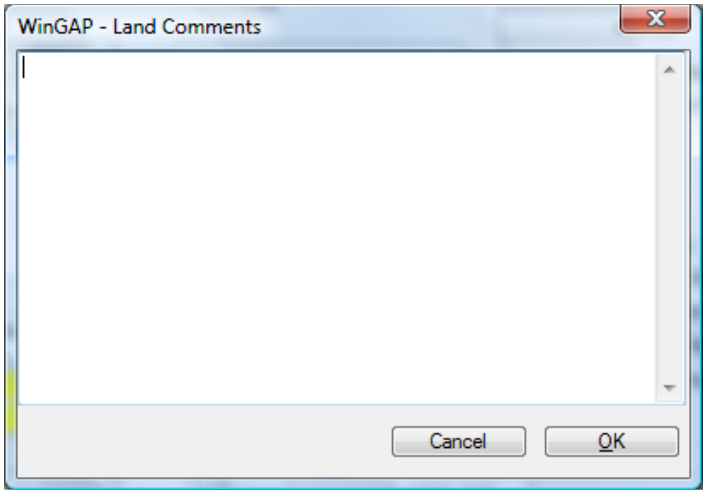
Land Characteristics



The Land Characteristics section of the Land Information Form allows the user to select, if desired, the Land Characteristics of the Parcel. Land Characteristics are DESCRIPTIVE only and do not affect the value of the Parcel. The Down Arrow to the right of the combo box can be clicked to select a Characteristic and the user can also key the first letter of the Characteristic. The Land Characteristics that display are based upon those set up in **Tools >> Schedules / Tables >> Land Characteristics**. Pressing the Tab key on the first field will take the user to the next field until all Land Characteristics have been selected.

Comments Button

Comments about any of the Land information can be entered by clicking the Comments Button, located near the bottom center of the Land Information Form. Clicking this Button will produce the Land Comments Form, as seen on the next page.



Unlimited Comments about the Land information can be entered here. These Comments do not print on the Property Record Card. The Comments can be saved by clicking the OK Button; the Cancel Button will not save the Comments. If Comments are entered, an asterisk (*), in parentheses, will show on the Comments Button when the user is returned to the Land Information Form, as seen below.

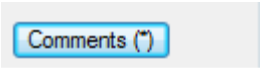


Photo Button

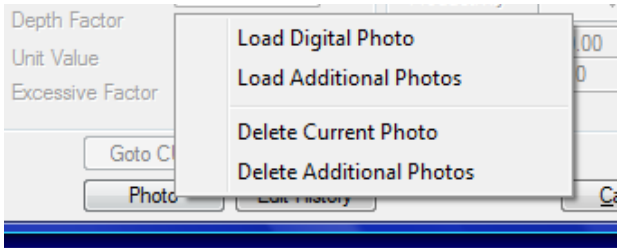
Digital photos of the land can be attached to the Land Information record by using the Photo button located on the lower left of the Land Information Form. To properly display, photos used in WinGAP should:

- be a .JPG image
- have a pixel size equal to or less than the resolution of the Windows Desktop to properly display the image in the photo viewer, if the user chooses to use the WinGAP viewer; otherwise, any resolution maybe used

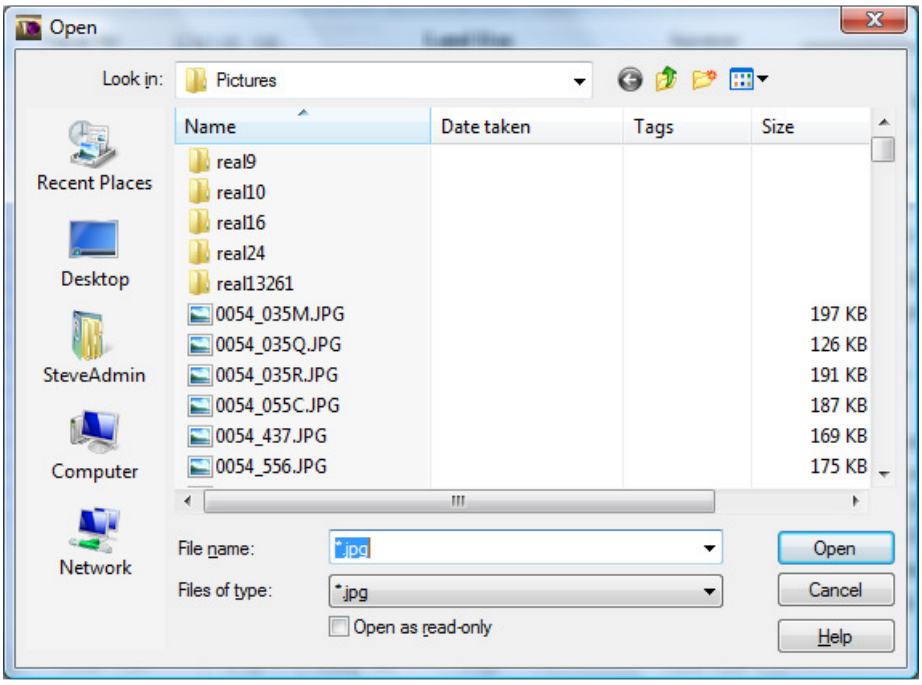
NOTE: When the first photo to the Land Information (or Residential Improvement, Commercial Improvement, etc.) is added, WinGAP creates a subfolder within the Program Files\WinGAP folder\Pictures folder (or wherever the Pictures folder is located). The naming convention for the subfolder will be the designated letter or letters for the property component plus the key number, for example, Real13261. The first and any additional photos that are added for any type of property (Land, Improvements, etc.) with this key number will be placed in this folder. The first photo loaded in this example will be named Real13261.jpg. Additional photos that are added (see the procedures for this below) will have slightly different names, such as Real13261_rear.jpg, Real13261_left.jpg, etc.)

The first digital photograph is attached to the land record by

- right-clicking on the Photo Button, which will produce the Photo Menu, as seen below.



- to load the first photo for this land record, the user should left-click on the "Load Digital Photo" message, which will produce the Open dialog box, below.



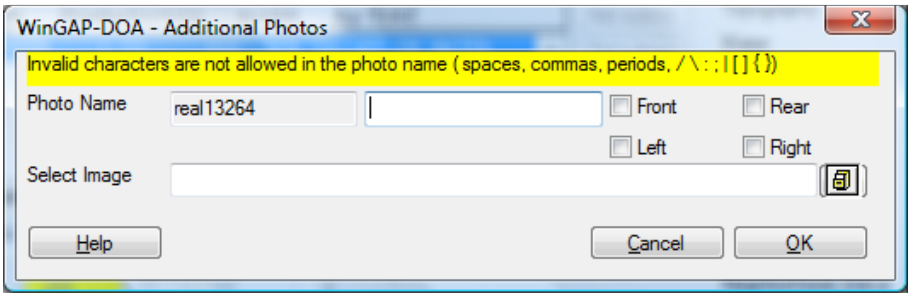
- then click on the Look In combo box
- locate the drive where the digital photos are downloaded from the camera
- navigate to the folder where the downloaded images are stored
- open the folder where the images are stored
- highlight the digital photo for this Mobile Home
- click Open to load the photo
- if successful, the message "Photo loaded successfully" will appear
- if the Photo load process is not successful, WinGAP should be closed and the process attempted again
- if problems persist, contact DOR technical support

Clicking OK on this message will return the user to the Land Information Form, where the Photo Button can be clicked to view the image. Once a digital photo has been viewed, a star "*" will display to the right of "Photo" on the Photo Button to indicate that a photo has been loaded for the land.

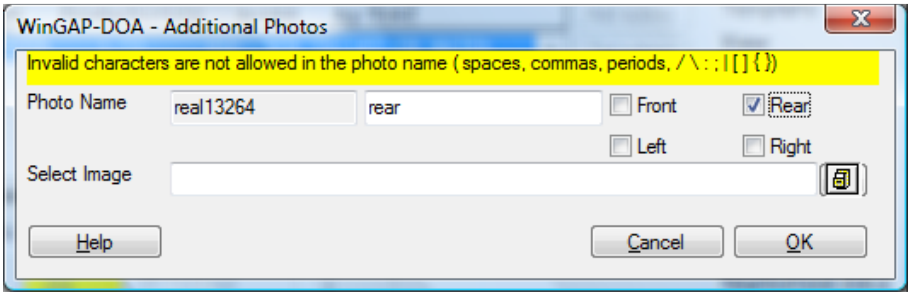
Attaching Multiple (Additional) Photos

If the user wishes to attach multiple photos of the land, for example from another angle, the following steps must be taken:

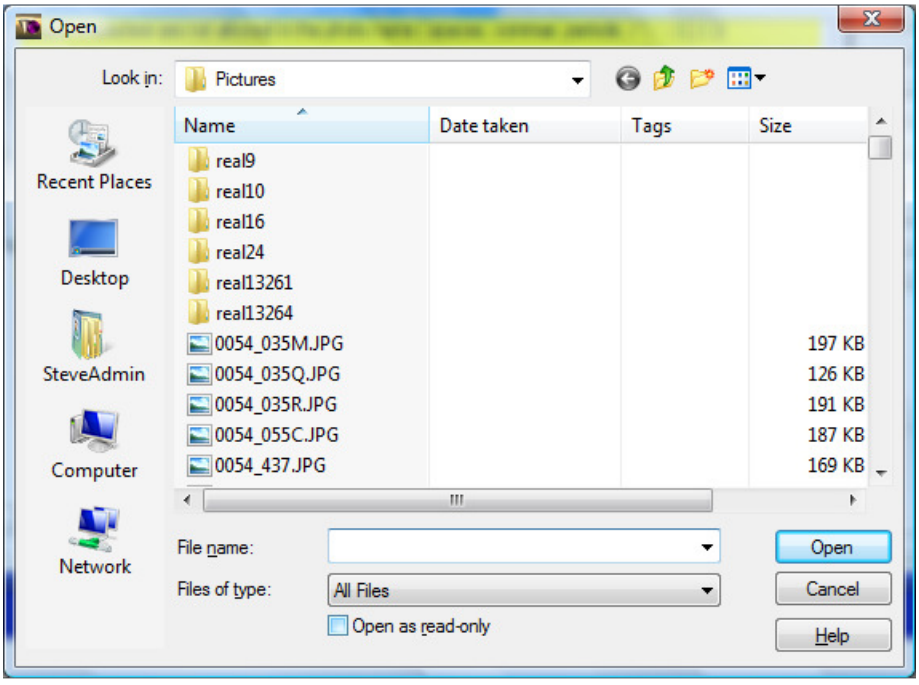
- right click on the Photo button, then left click on the "Load Additional Photos" option.
- WinGAP will produce the Additional Photos Form, as seen on the next page.



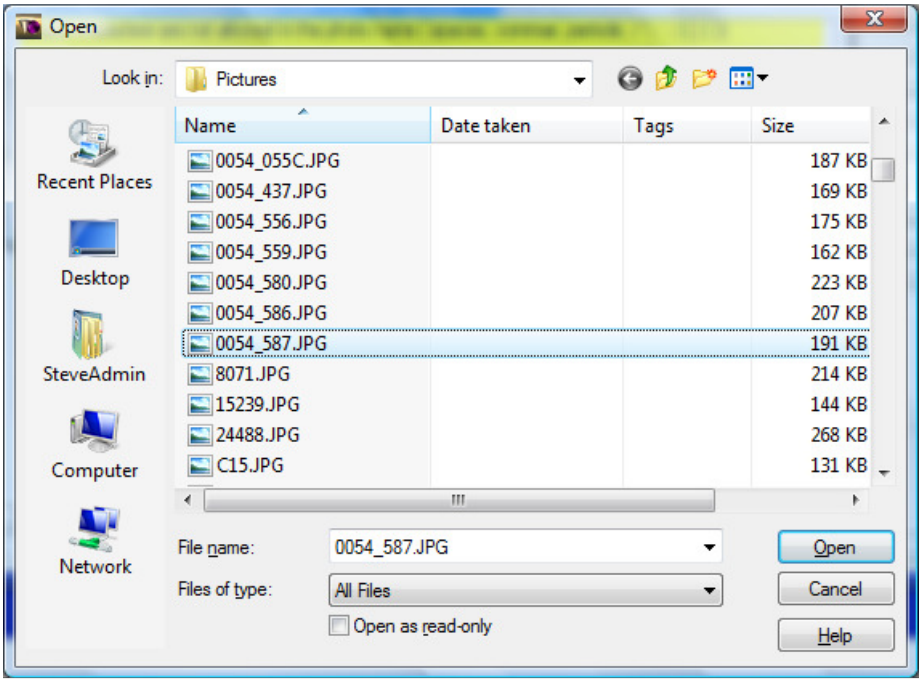
- the user should select from one of the four checkbox options that best describes the additional photo or enter a desired customized description in the field to the right of the WinGAP assigned portion of the Photo Name. When entering a customized description, please note the "invalid character" list. In this example, the Rear checkbox will be selected, as seen below.



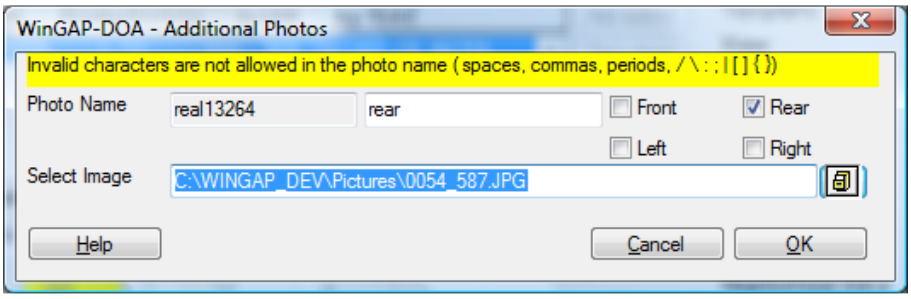
- the Browse button to the right of the Select Image field should be clicked, which will take the user to the WinGAP folder, as seen below.



- the user should double click on the Pictures folder and then select the appropriate photo for the picture, as seen on the next page.



- the Open button should be clicked to select the Photo, and the user will be returned to the Additional Photos Form, as seen below.



- the OK button should be clicked to complete the process of loading this additional photo, and the user should receive the message "Photo loaded successfully". The photo is this example will be renamed Real13264_rear.jpg. Clicking OK on this message will return the user to the Land Information Form.
- if the Photo load is not successful, WinGAP should be closed and the process attempted again
- if problems persist, contact DOR technical support

More Photos can be added by repeating the process described above. When the user clicks the Photo button, the first Photo that was loaded will appear. The user can use the default Photo Viewer to scroll between the photos that have been loaded for this parcel.

Deleting Digital Photos

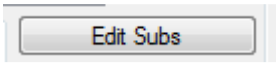
The original digital photo can be deleted by right-clicking on the Photo Button and selecting (left-clicking) the "Delete Current Photo" option. The user will receive the message "Photo deleted". If additional photos (Front, Left, Right, or Rear) have been added for the land, these can be deleted by right-clicking on the Photo Button, and selecting (left-clicking) the "Delete Additional Photos" option. A dialog box will appear and the user can select the photo(s)to be deleted. The user will receive the message "Are you sure you wish to send (Photo Name) to the recycle bin?". The Yes option will delete the photo.

NOTE: If multiple photos are attached, none of these photos will be available for viewing once the original (Current) photograph has been deleted.

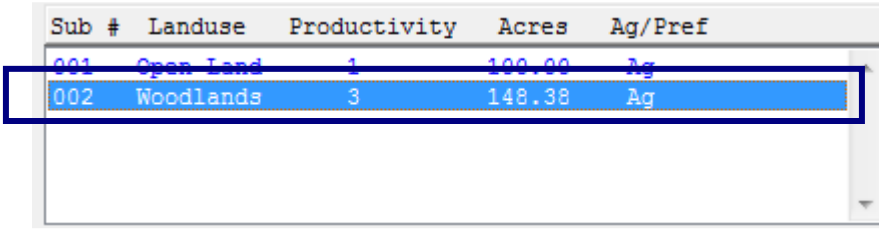
Editing Urban and Rural Land Subrecords

Subrecords on the Land Information Form can be edited by following the steps below:

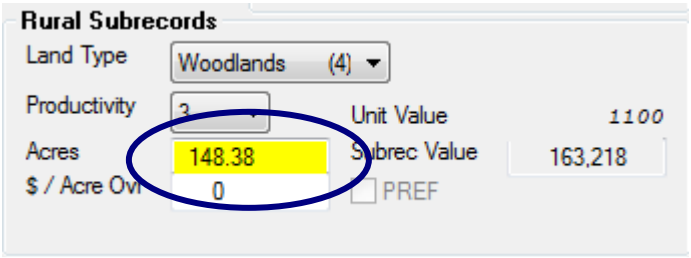
1. Click the Edit Subs button to start the Editing process



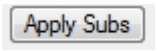
2. Click on the desired record in the Subrecord list box



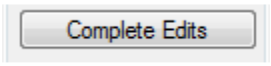
3. The correction can then be made in the desired field for that subrecord.

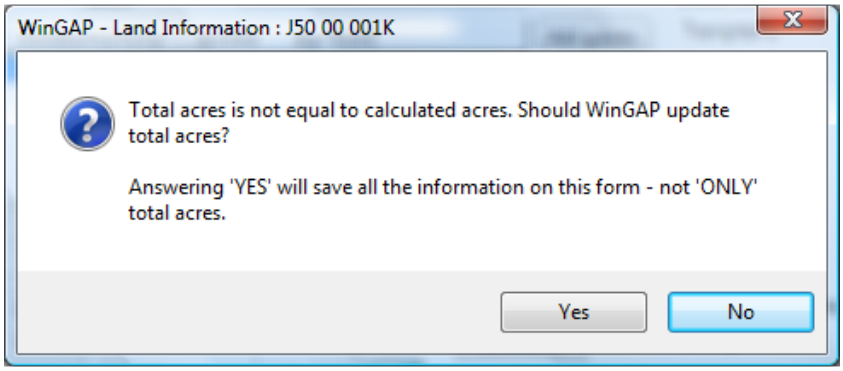


4. The Apply Subs Button should then be clicked to apply the changes. The **Apply Subs** button must be clicked after each new subrecord is added or a subrecord is edited. Adding a new subrecord or editing another subrecord without clicking Apply Subs will result in a loss of data.



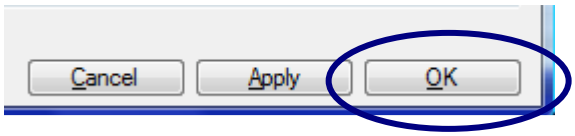
5. The Complete Edits Button should be clicked to save the changes. If the acreage on any of the Subrecords is changed, WinGAP will display the message on the next page.





As the message indicates, the user should click “Yes” to have WinGAP update the total acres of the parcel to reflect the subrecord acreage change. Clicking “No” will not update the total acres, the user will have to change the value in the Total Acres field manually, and then click the Complete Edits Button again.

6. If no other changes are needed, the OK Button at the bottom right of the Form should be clicked to exit the Land Information Form and return to the Real Property General Information Form. **Note:** The Apply and OK Buttons will not be available until the Complete Edits Button is clicked.

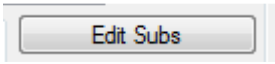


IMPORTANT: As mentioned earlier, how and when changes are applied to the land data will affect the MAV. See the section earlier in the Land Information section entitled **Land and Working with the Moratorium Appraised Value (MAV)** for important procedures to follow in order to comply with the laws regarding the MAV.

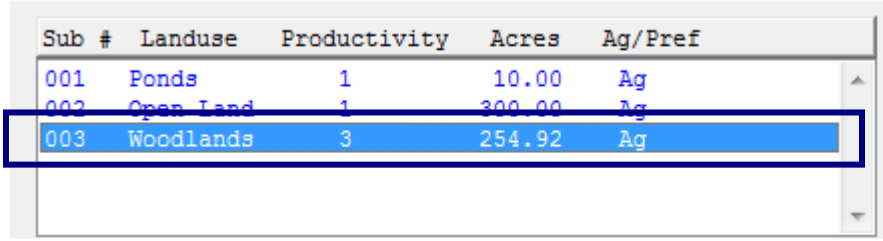
Deleting Individual Urban and Rural Land Subrecords

Subrecords on the Land Information Form can be deleted by following the steps below:

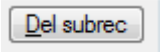
1. Click the Edit Subs button to start the Editing process



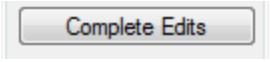
2. Click on the desired record in the Subrecord list box

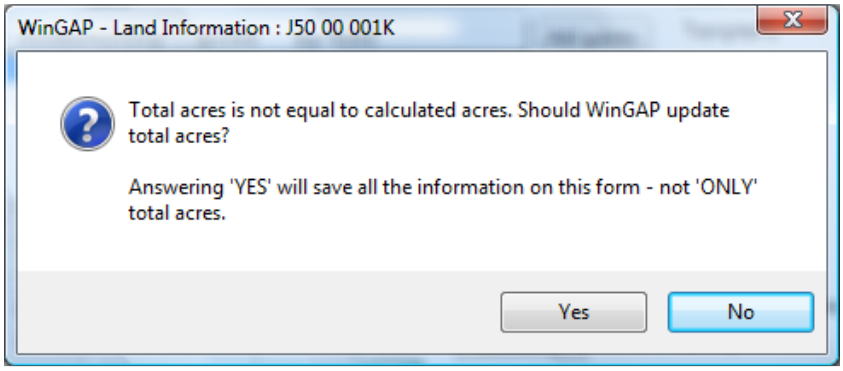


3. Click the Del Subrecord Button. WinGAP will display the message “Are you certain you want to delete this subrecord?” Clicking Yes will delete the subrecord.



4. The Complete Edits Button should be clicked to save the changes. If the acreage on any of the Subrecords is changed, WinGAP will display the message on the next page.





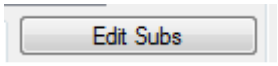
As the message indicates, the user should click “Yes” to have WinGAP update the total acres of the parcel to reflect the subrecord acreage change. Clicking “No” will not update the total acres, the user will have to change the value in the Total Acres field manually, and then click the Complete Edits Button again.

5. If no other changes are needed, the OK Button at the bottom right of the Form should be clicked to exit the Land Information Form and return to the Real Property General Information Form. **Note:** The Apply and OK Buttons will not be available until the Complete Edits Button is clicked.

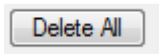
Deleting All Urban and Rural Land Subrecords

All subrecords on the Land Information Form can be deleted by following the steps below:

1. Click the Edit Subs button to start the Editing process

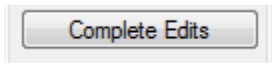


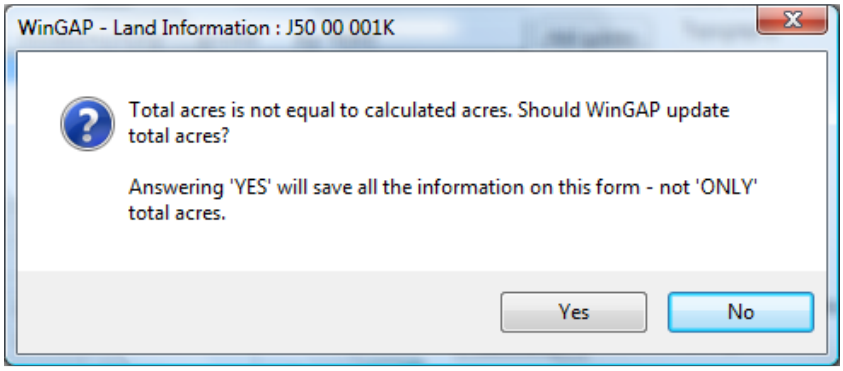
2. Click the Delete All Button. WinGAP will display the message “Are you certain you want to delete ALL subrecords?” Clicking Yes will delete all of the Urban or Rural Land subrecords.



Note: If all of the Land Subrecords on a Parcel are deleted, the user will have to add other Land Subrecords, enter an Override Value, or change the Digest Strat to “No Land” in order to continue with saving the Land Information by clicking the Complete Edits Button and/or the OK Button.

3. The Complete Edits Button should be clicked to save the changes. If the acreage on any of the Subrecords is changed, WinGAP will display the message on the next page.



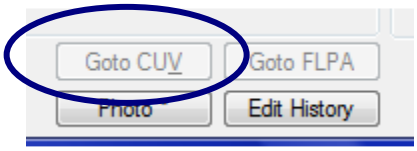


As the message indicates, the user should click “Yes” to have WinGAP update the total acres of the parcel to reflect the subrecord acreage change. Clicking “No” will not update the total acres, the user will have to change the value in the Total Acres field manually, and then click the Complete Edits Button again.

4. If no other changes are needed, the OK Button at the bottom right of the Form should be clicked to exit the Land Information Form and return to the Real Property General Information Form. **Note:** The Apply and OK Buttons will not be available until the Complete Edits Button is clicked.

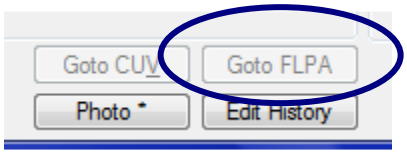
IMPORTANT: As mentioned earlier, how and when changes are applied to the land data will affect the MAV. See the section earlier in the Land Information section entitled **Land and Working with the Moratorium Appraised Value (MAV)** for important procedures to follow in order to comply with the laws regarding the MAV.

Go to CUV Button



The **Go to CUV** Button (Go to Conservation Use Valuation Land) at the bottom of the Land Information Form is "grayed out" unless the user has entered a beginning Conservation Use Year in the Start Year field of the Conservation Use section on the Real Property Covenant Information Form. Clicking on the Go to CUV Button takes the user to the Conservation Use Form where Conservation Use information can be entered or edited. Conservation Use information can also be entered and edited from the Covenant Information Form. The Digest Class of Conservation Use will automatically be selected on the Land Information Form when a beginning Covenant Year is entered in the Start Year field of the Conservation Use section on the Real Property Covenant Information Form. Procedures for adding and editing Conservation Use Land are discussed under the Conservation Use section of the Covenant Information Form.

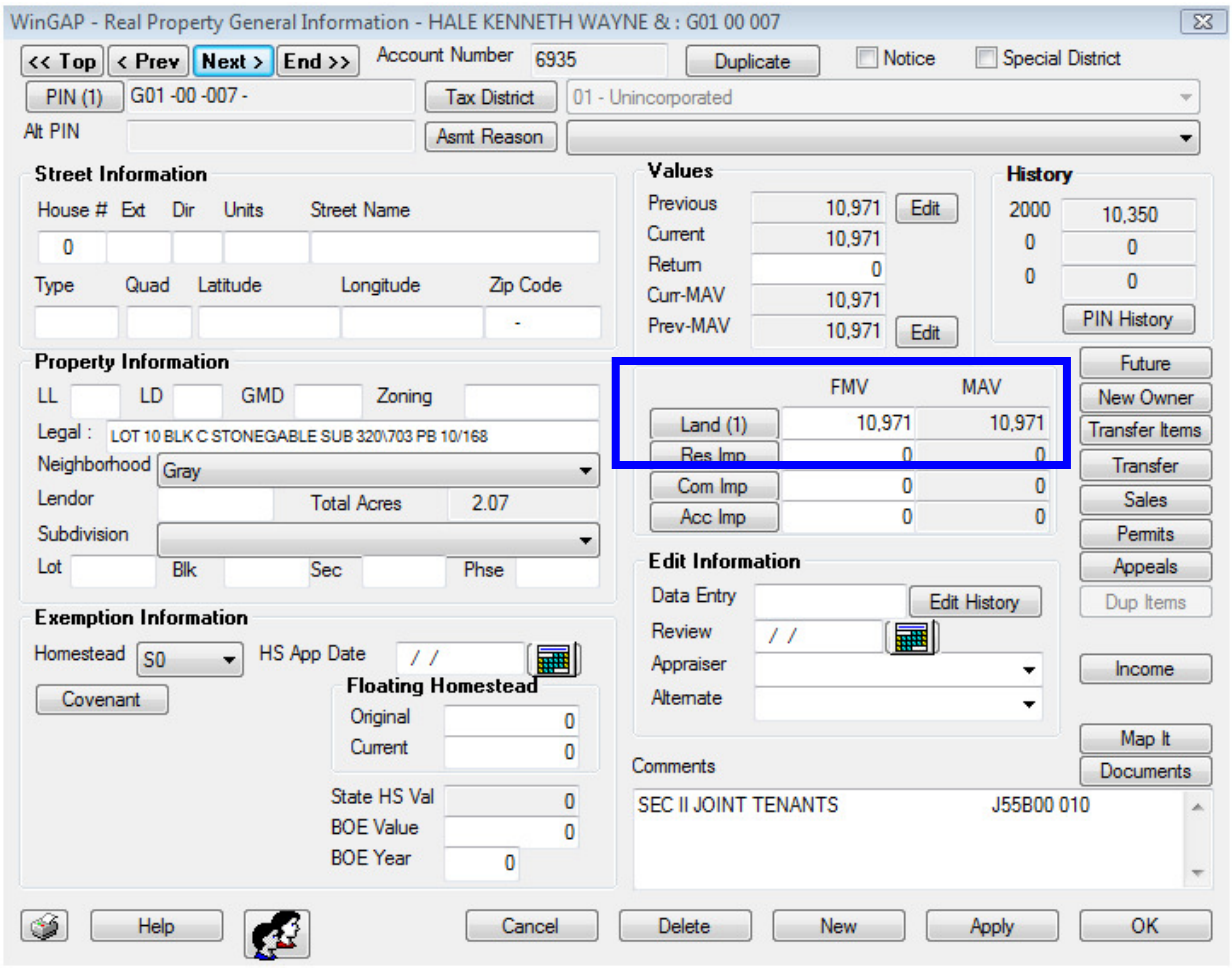
Go to FLPA Button



The **Go to FLPA** Button (Go to Forest Land Protection Act land) is "grayed out" unless the user has entered a beginning FLPA Year in the Start Year field of the FLPA section on the Real Property Covenant Information Form. Clicking on the Go to FLPA Button takes the user to the FLPA Main Form where FLPA information can be entered or edited. FLPA information can also be entered and edited from the Covenant Information Form. The Digest Class of Forest Land Protection will automatically be selected on the Land Information Form when a beginning Covenant Year is entered in the Start Year field of the FLPA section on the Real Property Covenant Information Form. Procedures for adding and editing FLPA land are discussed under the FLPA section of the Covenant Information Form.

Exiting the Land Information Form

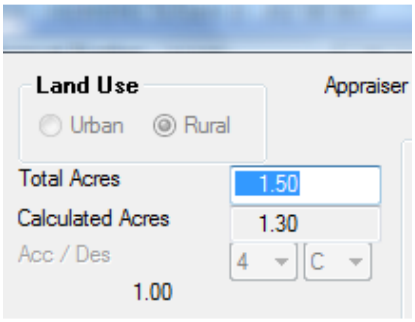
When Land Information data entry is completed, the user leaves the Form by clicking the OK Button, returning to the Real Property General Information Form, below. Both the Fair Market Value (FMV) and Moratorium Appraised Value (MAV) for Land will now display in their respective fields. The Land Button to the left of the value fields can be clicked to return to the Land Information Form if further changes are needed.

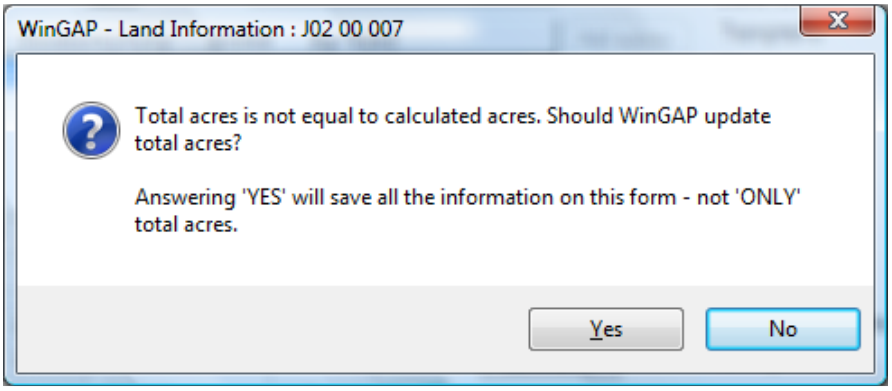


Land Information Form Messages

Total Acres / Calculated Acres Mismatch

When entering or editing land information and the total acres as entered by the user, found in the Total Acres field, do not match the Calculated Acres from subrecord entry, as shown in the example below, the user will be prompted that these calculations are not equal, also shown below.





The user can click the "Yes" button to update the Total Acres field with the Calculated Acres and exit the Land Information Form. If the user clicks the "No" button, the acres value in the Total Acres field or the land subrecord acres will have to be manually adjusted so the Calculated Acres and the Total Acres will match. The user will NOT be allowed to exit the Land Information Form until these two acres fields match.

Calculation Suspended Message

A Calculation Suspended message will display when the following occurs.

1. If the keyed Total Acres is less than the Acre Break and the sum of the land subrecord acres is greater than the Acre Break
2. If the keyed Total Acres is greater than the Acre Break and the sum of the land subrecord acres is less than the Acre Break

If the Acre Break in Preferences is set to 0.00, this will never happen.

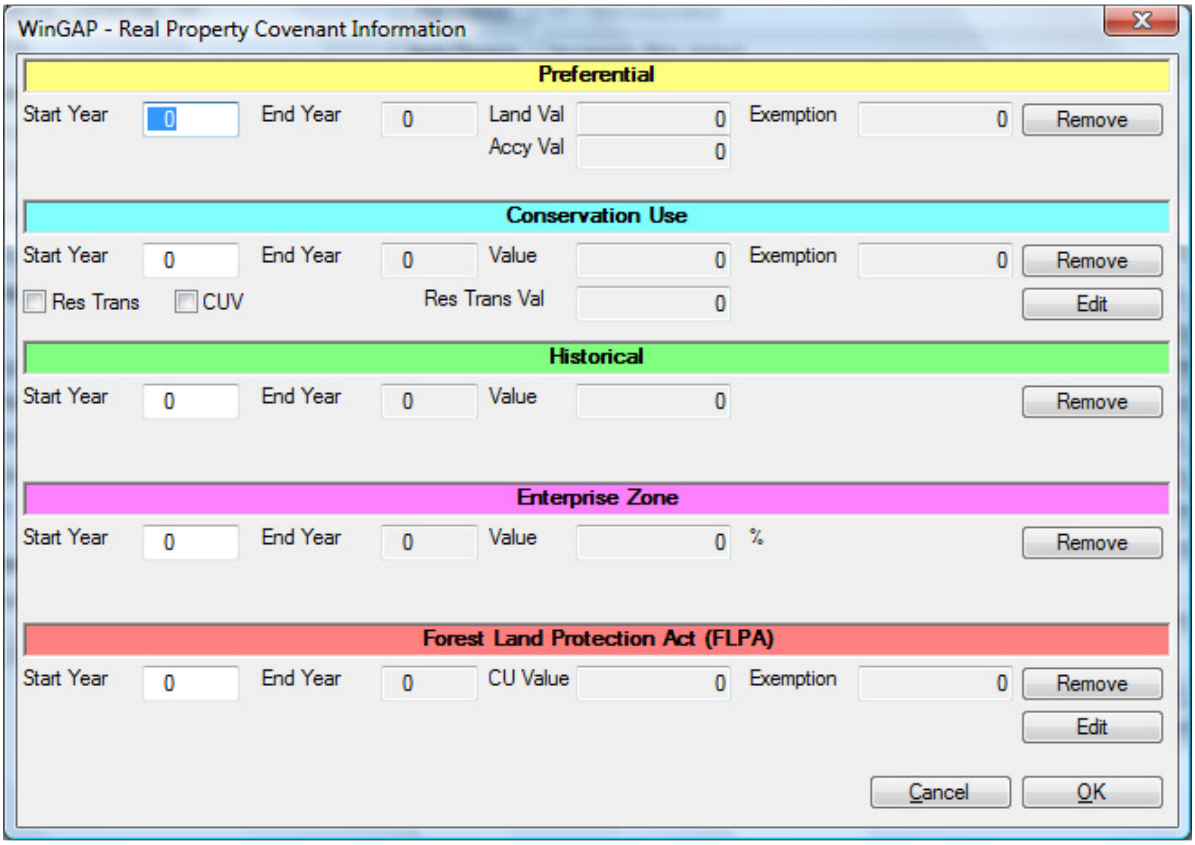
This is due to the fact that transitioning from a parcel acreage that is greater than or equal to the acre break can result in some extraordinarily large values which should not be calculated until the total acres and the sum of the subrecord acres are equal. A calculation will take place when the OK button is clicked.

Note: The Calculation Suspended message will not appear when an override value is entered on the Land Information Form.

Covenant Information Form

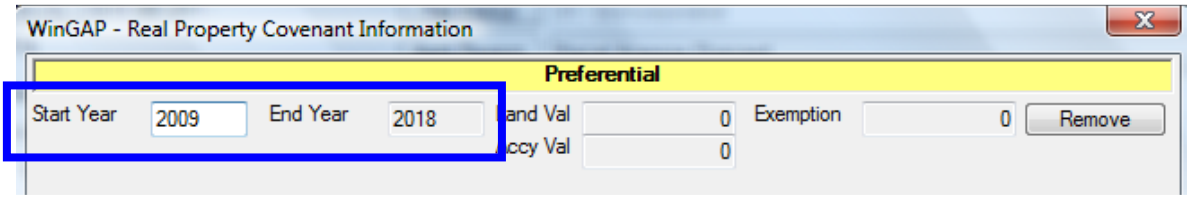
All Real Property Covenants are added on the Covenant Information Form, below, reached by clicking the Covenants Button on the Real Property Information Form. The procedures for entering and editing each type of Covenant will be discussed below.

NOTE: Since the passage of HB 233, ALL Covenant exemption values are based on the MAV (Moratorium Appraised Value) and not the FMV (Fair Market Value).



Adding a Preferential Use Covenant

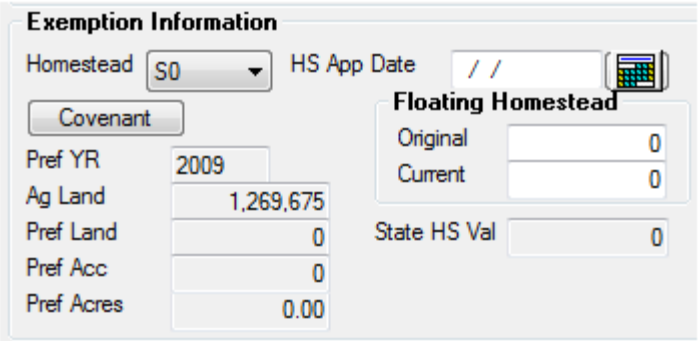
Note: Before adding a Preferential Use Covenant to a Parcel, the user must make sure that there are no other Covenants on the Parcel. If another one exists, it must be removed. See the procedures in this manual for removing other types of Covenants.



The process of adding Preferential land to a Parcel begins with the user keying a value in the Start Year field of the Preferential section of the Covenant Information Form, as seen above. WinGAP will calculate the End Year of the Covenant; this field is not accessible to the user. WinGAP will also fill in the Land Val, Exemption, and Accy Val fields once data entry on the Preferential Land and Accessory Improvements (if any) is completed.

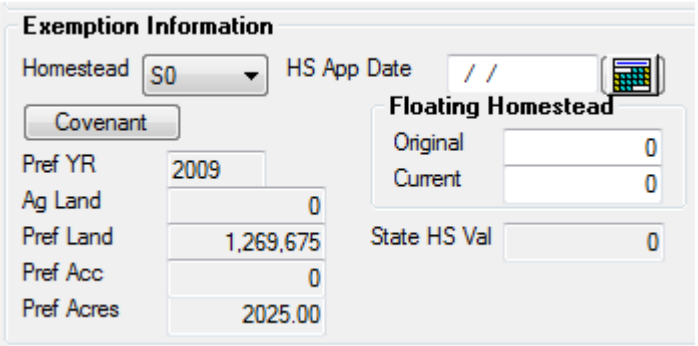
The user should now click the OK Button at the bottom of the Covenant Information Form. The Beginning Preferential Year will now display in the Pref Yr field directly below the Covenant Button in the Exemption Information section on the Real Property Information Form, as seen on the next page. If Land Subrecords

already exist for this Parcel, the appraised (market) value of the land will appear in the Ag Land field below the Pref YR field as well. If Land has not yet been added, the Ag Land Value will be 0 (zero).

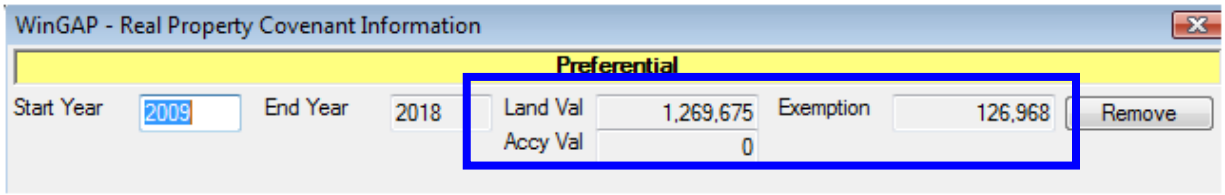


The user should now proceed to the Land Information Form and either add the Land Information OR edit each Land Subrecord that is under the Preferential Covenant and place a checkmark in the PREF checkbox. Procedures for adding and editing Land Subrecords have been previously covered in the Land Information Form section of this manual.

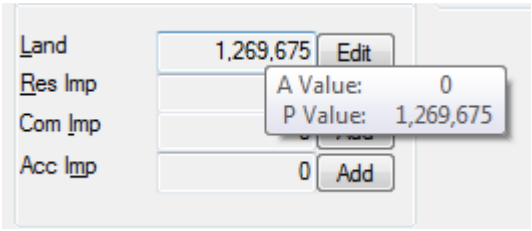
Once this is done and the user returns to the Real Property General Information Form, the value of land and the total acres under the Preferential Covenant will appear in the Pref Land field in the Covenant section of the Form.



If the user clicks on the Covenant Button, the Land Value, Exemption Value, and any Preferential Accessory Improvement Values will now display in the Preferential section of the Covenant Information Form, below.



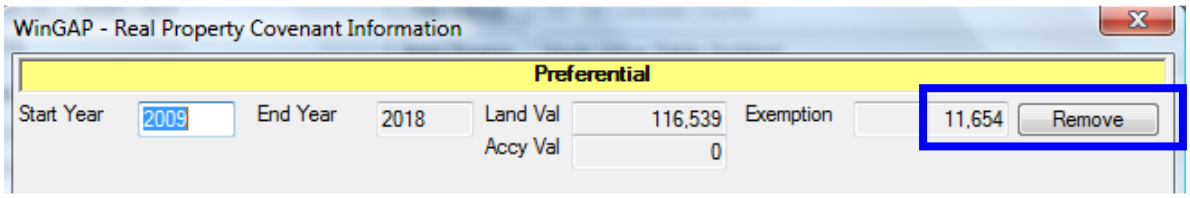
The appraised (A Value) and Preferential (P Value) land values can also be displayed by placing the mouse pointer in the Land value field on the Real Property General Information Form, where a “tool tip” will appear displaying those values, as shown below.



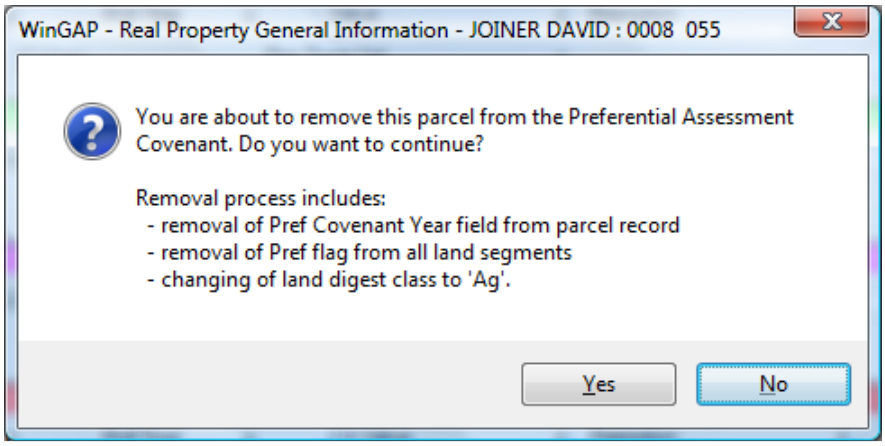
Removing a Preferential Use Covenant prior to changing to a Conservation Use Covenant or a Forest Land Protection Act Covenant

If a property owner wishes to change a parcel's covenant from Preferential to either a Conservation Use Covenant or a Forest Land Protection Act Covenant, the following procedures within WinGAP should be done, in this order:

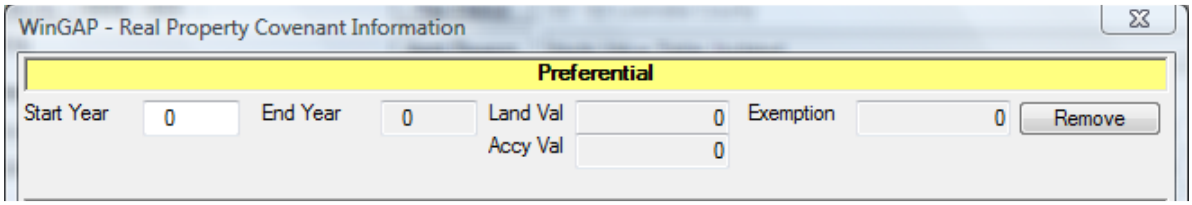
- Open the Real Property General Information Form for the parcel.
- Click on the Covenant button.
- Click on the Remove Button in the Preferential section of the Covenant Information Form, as seen below.



- The user will receive the following message:



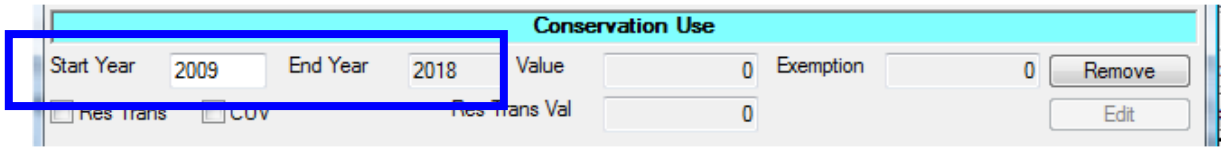
- Click the Yes Button on the message.
- As the message above indicates, the Start and End Preferential Covenant Years are removed, along with the Preferential Value and Exemption Amount, as seen in the image below.



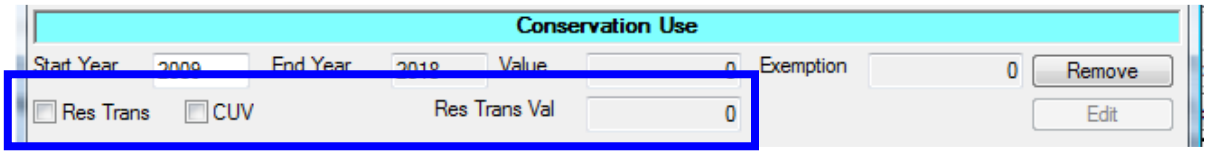
- Click OK on the Covenant Information Form to save these changes.
- The Preferential Flags on all land subrecords were also removed, and the land Digest Class was changed from Preferential to Agricultural.
- Follow the procedures in either the Conservation Use or Forest Land Protection Act sections of the manual, following pages, to enter either of these Covenants.

Adding a Conservation Use Covenant

Note: Before adding a Conservation Use Covenant to a Parcel, the user must make sure that there are no other Covenants on the Parcel. If another one exists, it must be removed. See the procedures in this manual for removing other types of Covenants. Also, the Conservation Use land schedule values MUST be entered prior to adding the Conservation Use Covenant. The Conservation Use schedule values are located at **Tools >> Schedules / Tables >> Conservation Use Schedules**.



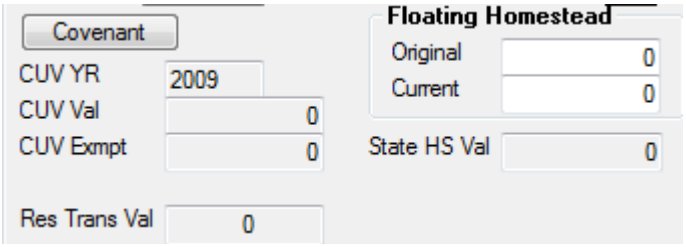
The process of adding a Conservation Use Covenant to a Parcel begins with the user keying a value in the Start Year field of the Conservation Use section of the Form, as seen above. WinGAP will calculate the End Year of the Covenant; this field is not accessible to the user. WinGAP will also fill in the Value and Exemption fields once data entry on the Conservation Use land is completed. The Start Year value must be 1993 or later for the program to calculate the Conservation Use values properly and track them throughout the ten years of the covenant.



Before leaving the Covenant Information Form, the user must categorize the Conservation Use land as either a Residential Transitional Covenant (Res Trans) or a Conservation Use Covenant (CUV) by clicking in one of the two checkboxes in this section of the Form, as indicated above. If the Res Trans box is checked, the Edit Button will be disabled and the Res Trans Val field will open up for data entry, where the Residential Transitional value is entered. If the Res Trans box is checked, the user should check the Digest Class on the Land and Improvements to ensure accuracy. If the CUV box is checked, the Edit Button will be placed in focus for the entry of Conservation Use Land.

Note: Conservation Use Land can be added and/or edited from either the Covenant Information Form or the Land Information Form. Also, if the land information has not yet been added on the Parcel, this must be done on the Land Information Form before the Conservation Use land is added. Market land subrecord (s) for the land must exist prior to adding the Conservation Use Land; these subrecords calculate the market value of the land and will have "matching" subrecords on the Conservation Use Form in order to calculate the Conservation Use value for the Parcel. WinGAP will automatically choose Conservation Use as the Digest Class on the Land Information Form after the Start Year of the Conservation Use Covenant has been entered and saved, but the user must key the other data on the Land Information Form, if the land has not yet been added. The user should consult the Land Information Form section of this manual for those procedures.

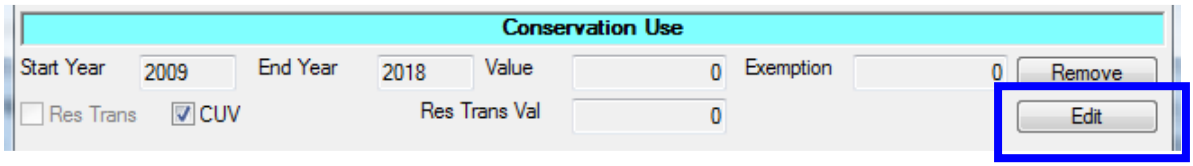
Before entering the Conservation Use land, the user can click the OK Button at the bottom of the Covenant Information Form to view the Beginning CUV Year that now displays directly below the Covenant Button in the Exemption Information section on the Real Property General Information Form, as seen below. After the Conservation Use land has been added, the total CUV Value and CUV Exempt values will appear in this section as well. The Apply Button on the Real Property General Information Form should be clicked to ensure that the data entry to this point is saved, prior to the adding of the Conservation Use land.



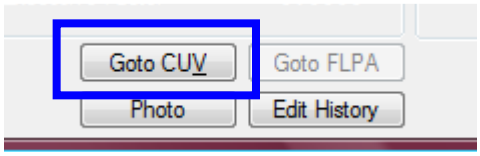
Adding Conservation Use Subrecords

As mentioned earlier, Conservation Use land can be added from either of two places in WinGAP:

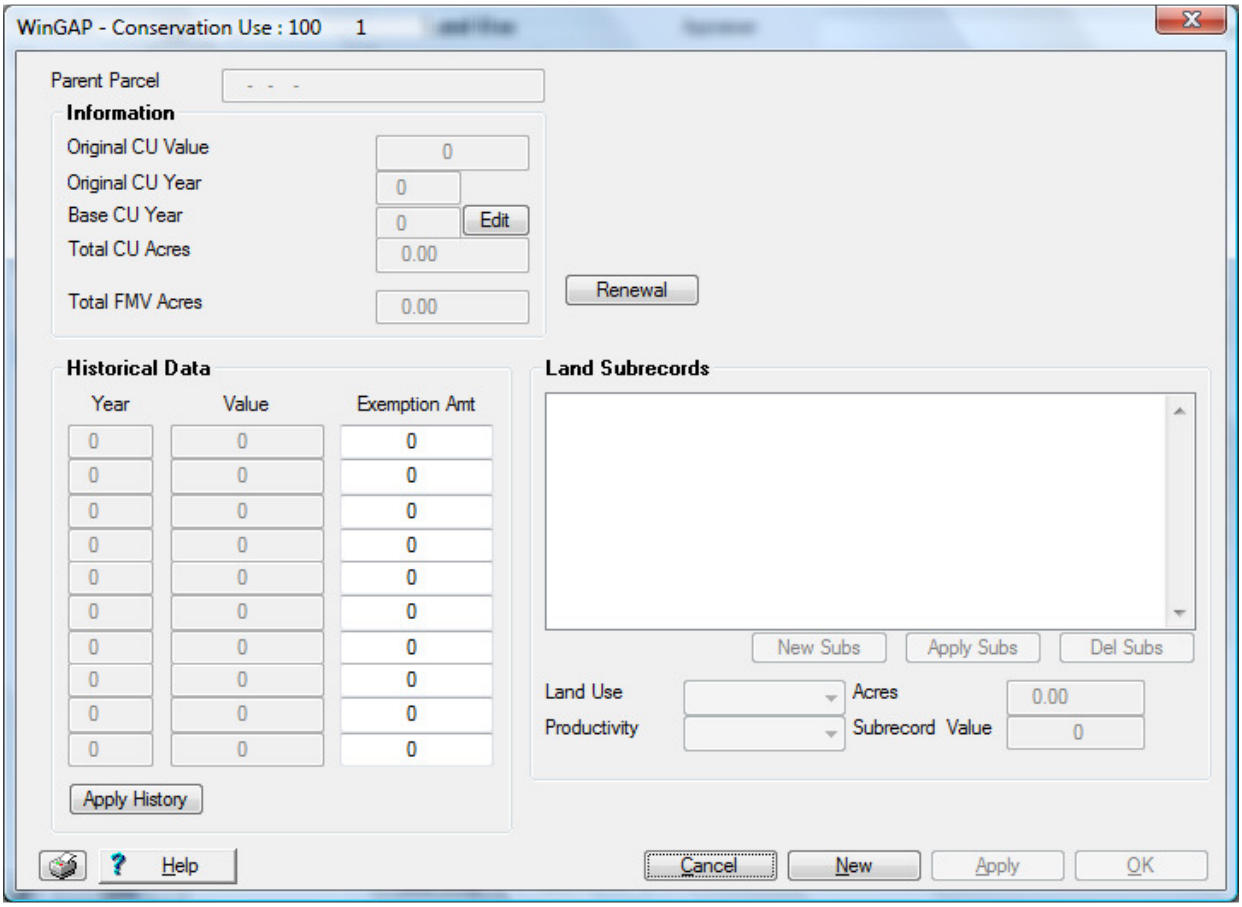
1. from the Covenant Information Form by clicking the Edit button in the Conservation Use section, as seen below. This method assumes the market Land Information and Subrecords already exist.



2. or by going to the Land Information Form and clicking the Goto CUV Button, as shown below. The Goto CUV Button will not be available unless the Start Year of the CUV Covenant has been entered and saved, as mentioned earlier.



Either method will take the user to the Conservation Use Form, as seen below.

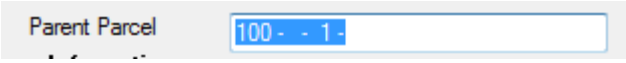


The Conservation Use Form is divided into three sections:

- Information
- Historical Data
- Land Subrecords

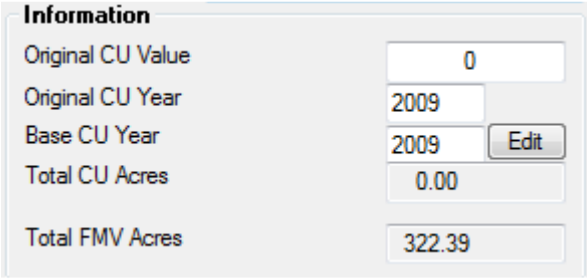
Most of the fields on the Form will be "grayed out" when adding subrecords for the first time. The **New** Button at the bottom of the Form should be clicked with the mouse to open up the fields on the Form, and the user will be taken to the Parent Parcel field. A discussion of these sections, the data entry fields in these sections, and how Conservation Use subrecords are added follows.

Parent Parcel number



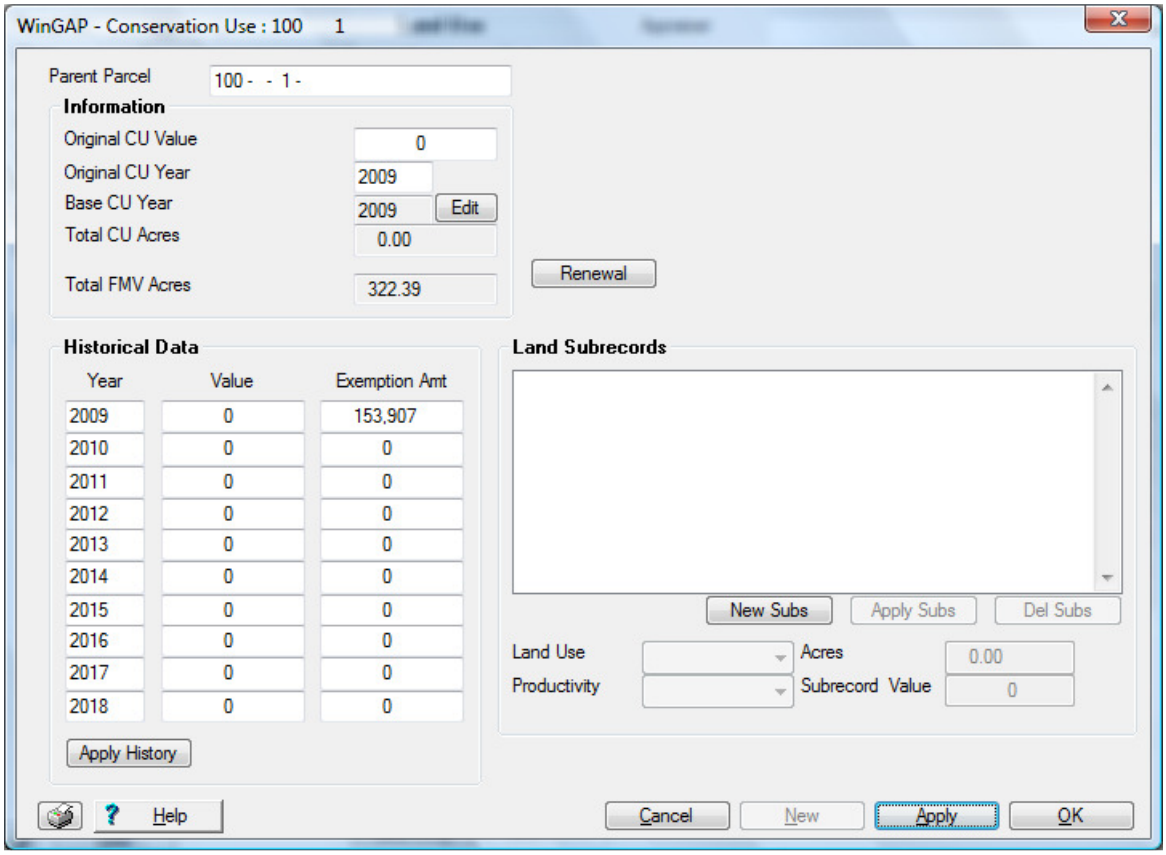
- **Parent Parcel**: The Parcel Number that displays in this field is the current Parcel Number for the Conservation Use land that is about to be added. If this Parcel was split from another Parcel that is currently under the Conservation Use covenant, then the Parcel Number of the Parent Parcel (where the split came from) should be keyed here.

Information section

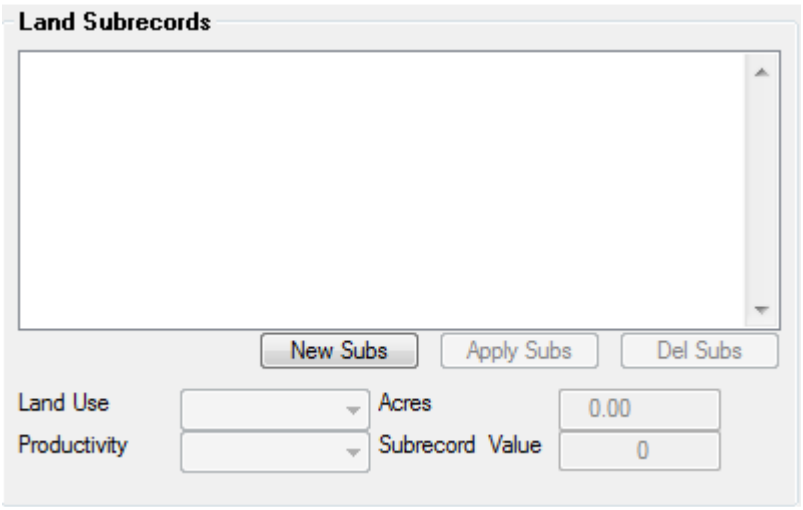


- **Original CU Value**: The Conservation Use value in the Original (beginning) year of the Conservation Use covenant. WinGAP will calculate this value based upon subrecord entry. The user has access to this field should the Original Conservation Use Value ever need to be changed.
- **Original CU Year**: The Beginning Year of the Conservation Use covenant, as entered on the Real Property General Information Form.
- **Base CU Year**: The Base Year of the Conservation Use is usually the same as the Original CU Year. There are instances, however, where the Base Year will be different. Such instances would be splits, changes in use, etc.
- **Total CU Acres**: The Total Acres under Conservation Use, which WinGAP will calculate based upon the total acres of the Conservation Use subrecords. The user cannot key any data into this field. The number of acres displayed here **MUST** match the FMV acres.
- **Total FMV Acres**: The Total Acres of the market value subrecords on the Land Information Form. These acres should match the total acres under Conservation Use. WinGAP will place this value in the field, and the user cannot key any data into this field.

After reviewing/changing any of the information in the Parent Parcel field or the Information Section of the Form, the user should click the **Apply** Button at the bottom of the Form. This will apply any changes made so far, begin filling in the Historical Data in that section of the Form, and place the **New Subs** Button "in focus", as seen on the next page, so that the Conservation Use subrecords can be added in the Land Subrecords part of the Form, covered next.



Land Subrecords section

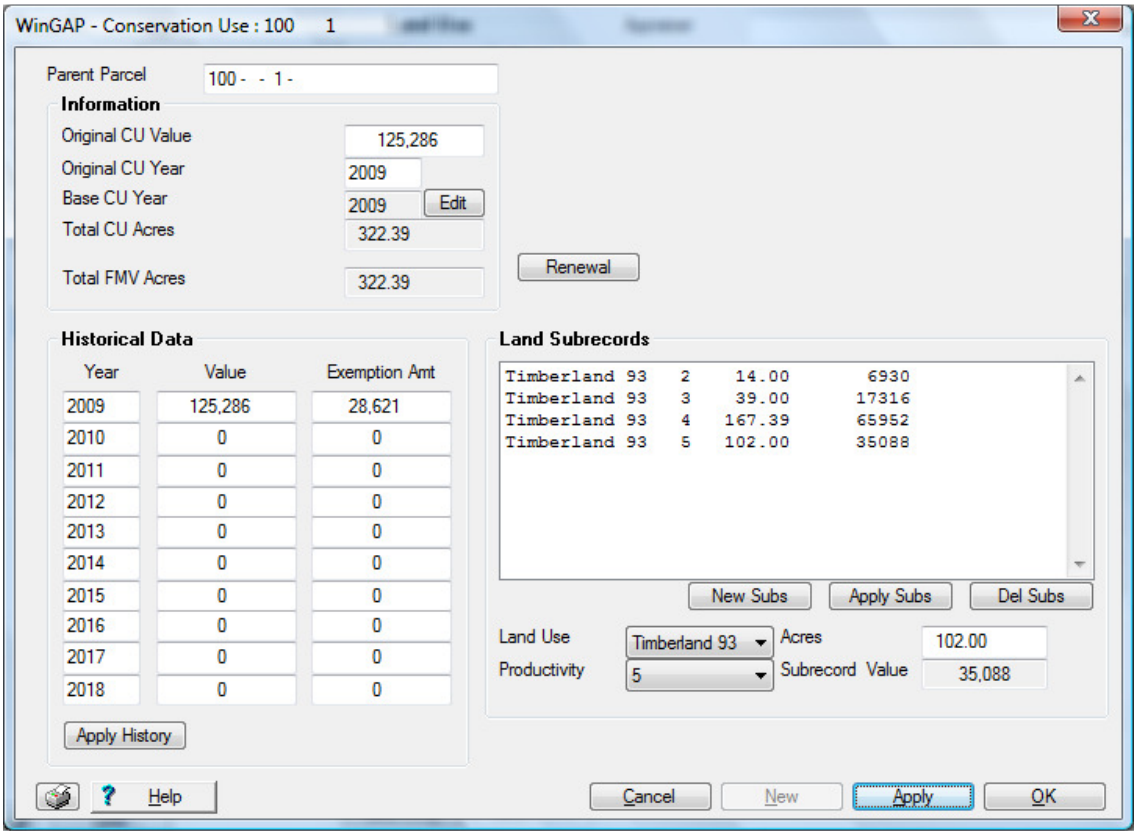


The New Subs Button MUST Be clicked to begin adding a Conservation Use subrecord. There are four fields for each Conservation Use Land subrecord:

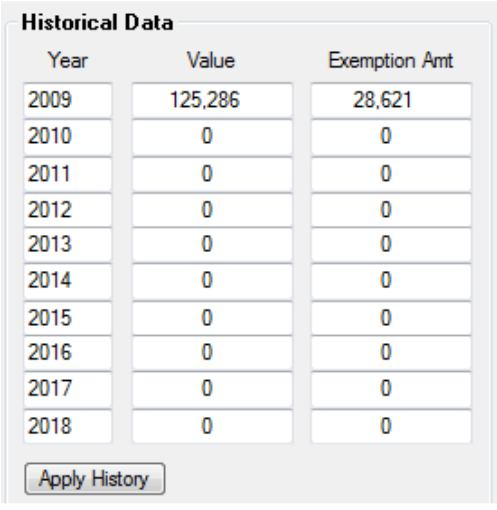
- **Land Use**: Current Conservation Use law provides two Land Use choices: Agland and Timberland. The proper selection is made by clicking on the combo box. Tab will take the user to the Productivity field.
- **Productivity**: The Productivity Class for the subrecord is selected in this field by clicking on the arrow to the right of the combo box and selecting the correct Productivity Class. A numerical entry of 1 through 9 is required for all Land Types.
- **Acres**: The Acres field for this subrecord requires a number ranging from .01 to 99999.99, and is entered by keying the value.

- **Subrec Value**: After keying a value in the Acres field and pressing Tab, the value of the subrecord displays in this field. This field is not accessible to the user.

After keying the data for the first Conservation Use subrecord, the user must click the **Apply Subs** Button to add the subrecord, as subrecords can only be added one at a time. The acres of the first subrecord will now display in the Total CU Acres field (in the Information section). Other subrecords can now be added in the same manner. **Note:** The user MUST remember to click the New Subs Button prior to beginning data entry for each subrecord. After all subrecords have been added, the Total CU Acres should agree with the Total FMV acres. At this point the **Apply** Button at the bottom of the Conservation Use Form should be clicked to place the total Conservation Use Value of the subrecords in the Original CU Value field. The Conservation Use Years and Values fields in the Historical Data section of the Form are filled in as well at this time, as seen below.



Historical Data section



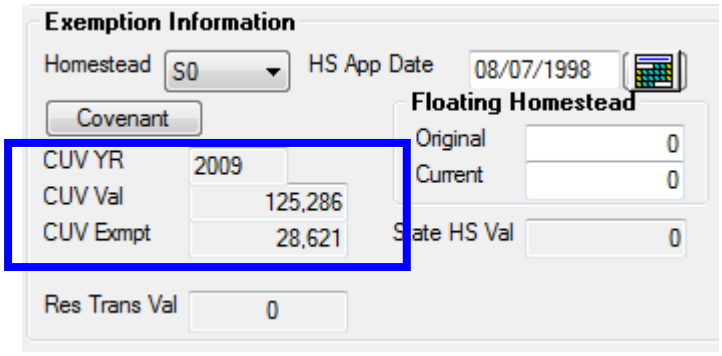
This section of the Conservation Use Form displays the Conservation Use Years, Conservation Use Values, and Exemption Amounts associated with the years that the Parcel was under Conservation Use. WinGAP will fill in these fields with the appropriate data as subrecord (s) are added, edited, or deleted and track the data across the 10 year covenant period.

- **Year**: The beginning year that the Parcel was under Conservation Use will appear in the first (top left) Year field, with subsequent years displayed in the rest of the Year fields in ascending year order.
- **Value**: The final regulated value of land and accessories under Conservation Use will appear in this field for each of the years that the Parcel was under Conservation Use.
- **Exemption Amt**: The Exemption Amt field displays the SV exemption for the parcel for each year of the Covenant. Only the current year is calculated. Previous year exemptions can be keyed and saved with the **Apply History** button.

Should the Historical Data for a covenant require modification, the user may make such changes by

- clicking in the appropriate field
- making the changes
- clicking the **Apply History** button.

When the user exits the Conservation Use Form and returns to the Real Property General Information Form, the CUV Val and CUV Exempt fields will now display the appropriate Conservation Use Value and Exemption Amounts.



Editing Conservation Use Land Subrecords

Subrecords on the Conservation Use Form can be edited by clicking on the appropriate subrecord in the Land Subrecords list box. The correction can then be made in the desired field for that subrecord. The **Apply Subs** Button should then be clicked to save the changes to the subrecord. The **Apply** Button on the bottom of the Form must be clicked to update the value in the Original CU Value field.

Del Subs Button

Subrecords on the Conservation Use Form are deleted, one at a time, by first clicking on the subrecord in the Land Subrecords list box and then clicking the **Del Subs** Button. The message "Do you want to delete this subrecord?" will appear. Pressing Enter or clicking on the default "No" will cancel the deletion of the subrecord and return the user to the Land Information Form. If the subrecord is to be deleted, the "Yes" Button can be clicked to delete the subrecord and return the user to the Conservation Use Form. If the subrecord was deleted, the **Apply** Button on the bottom of the Form must be clicked to update the value in the Original CU Value field.

Exiting the Conservation Use Form

When Conservation Use data entry is completed, the user leaves the Form by clicking the **OK** Button, returning to the Land Information Form. The **OK** Button on this Form can be clicked to return to the Real Property General Information Form. The Conservation Use value will now display in the CUV field. The **Edit**

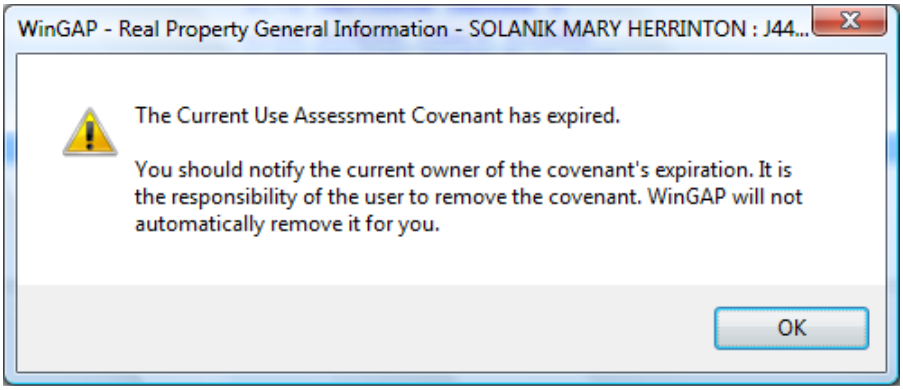
Button to the right of the Land value field can be clicked to return to the Land Information Form if further changes to Conservation Use are needed.

At this point two other Conservation Use procedures will be discussed.

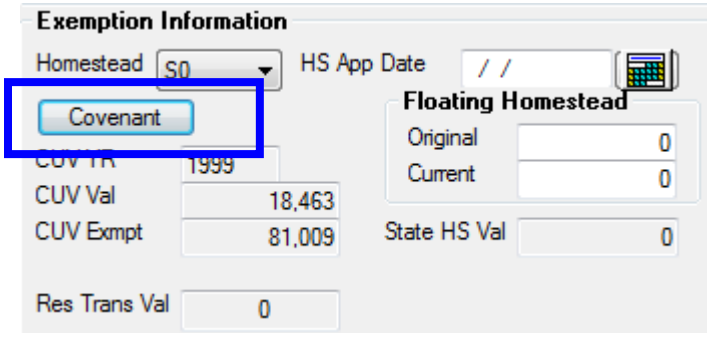
- Renewing Conservation Use Land
- Removing Conservation Use Land

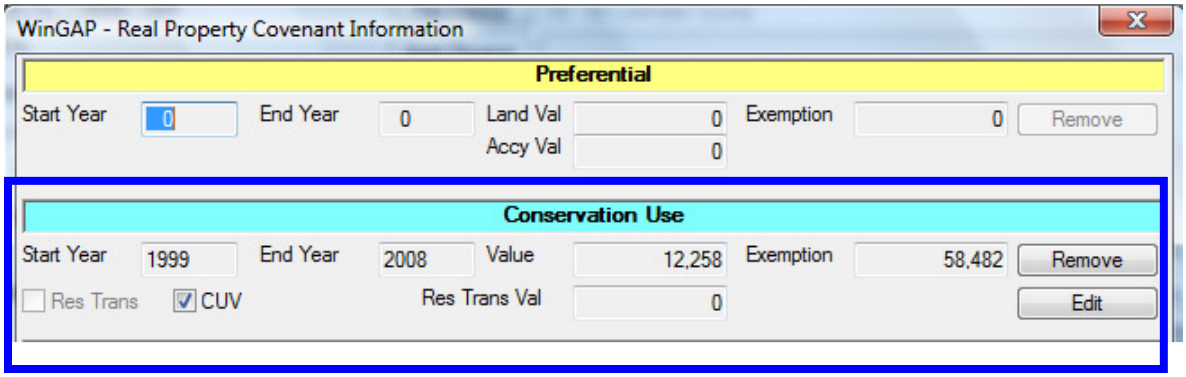
Renewing a Conservation Use Covenant

A Conservation Use covenant is normally renewed in the January 1 through April 1 period of the first year after the expiration of the ten year covenant. In WinGAP, the user will be informed of the expiration of the Conservation Use Covenant when opening a Parcel on which the Covenant has expired, as seen below.

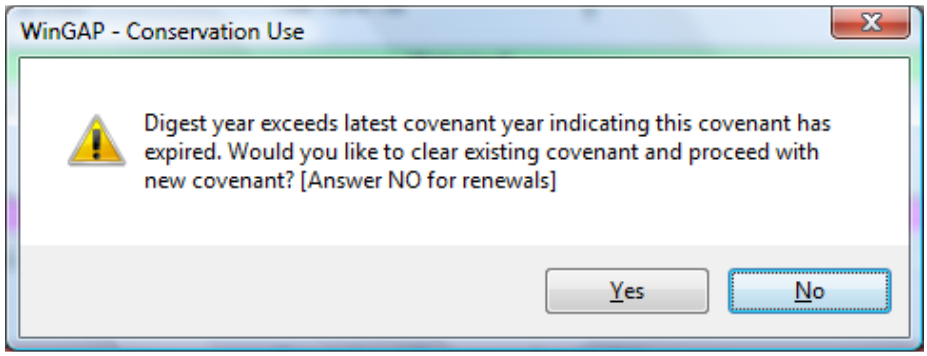


The first step in renewing a Conservation Use Covenant is to click the Covenant Button on the lower left of the Real Property General Information Form, as seen below, and proceed to the Conservation Use section of the Covenant Information Form, next page.

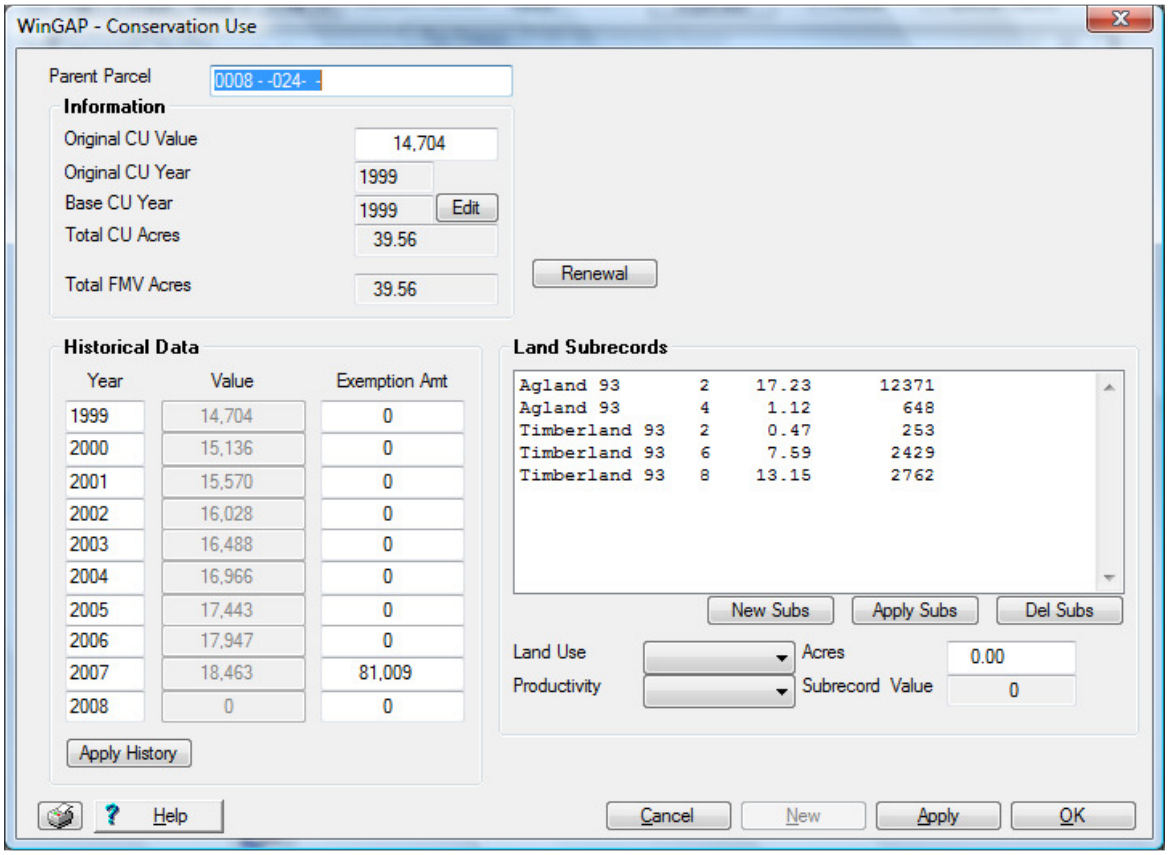




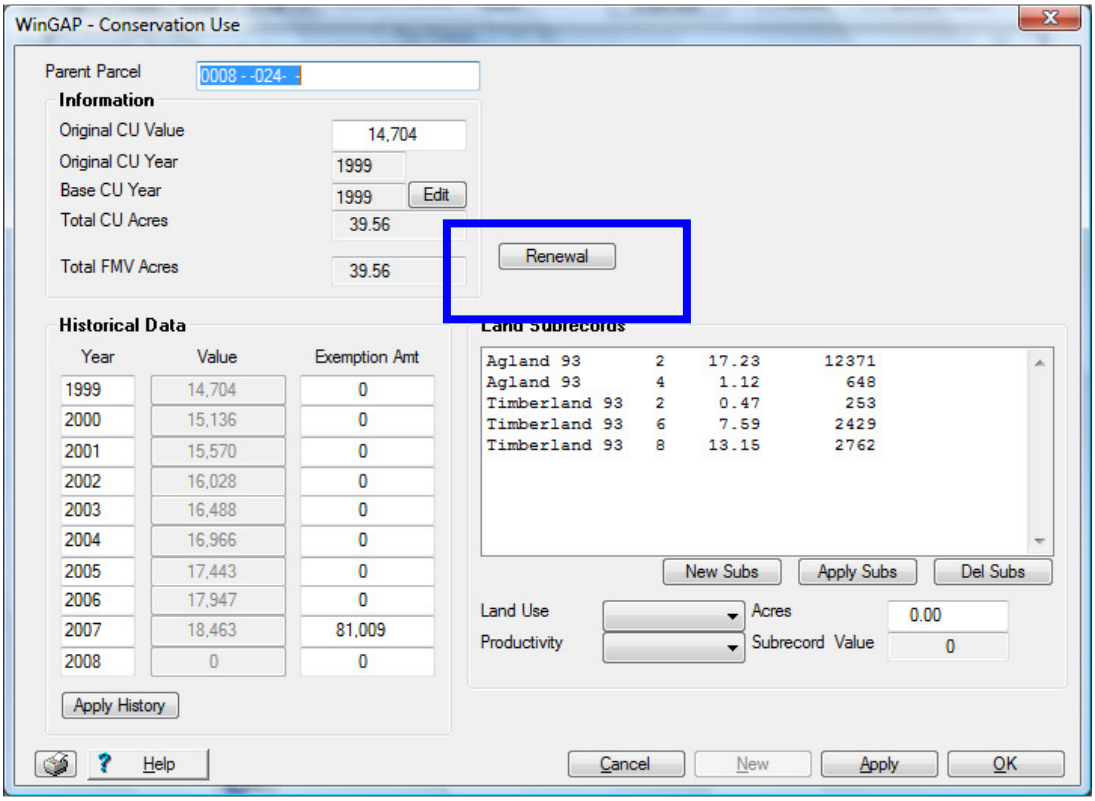
The user should click the Edit Button in this section of the Form, and WinGAP will produce the following message.



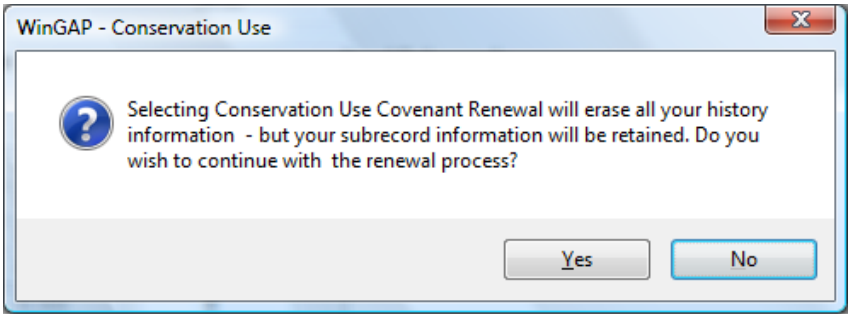
This message reminds the user that the Conservation Use covenant has expired. This is determined by comparing the CUV Year to the Digest Year. In such cases, the owner may opt to renew the covenant. If the covenant is being renewed the user should click No as stated in the message associated with the prompt, and proceed to the Conservation Use Form, below.



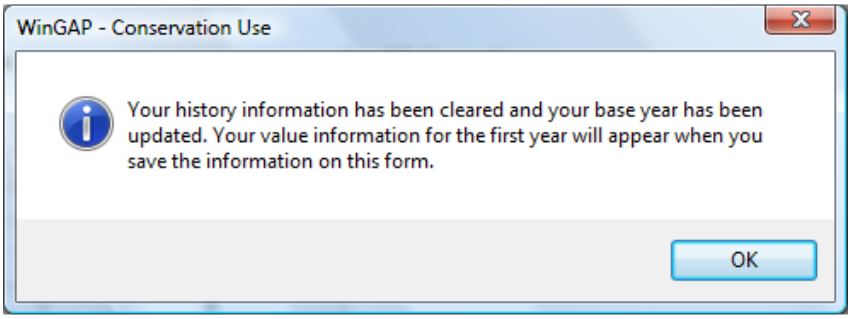
The Renewal button, seen below on the Conservation Use Form, is used when a Conservation Use covenant has expired and the owner's new Conservation Use application has been approved for another ten year period. The Renewal button will allow the user to retain the Conservation Use land subrecord information and begin a new set of Historical Data.



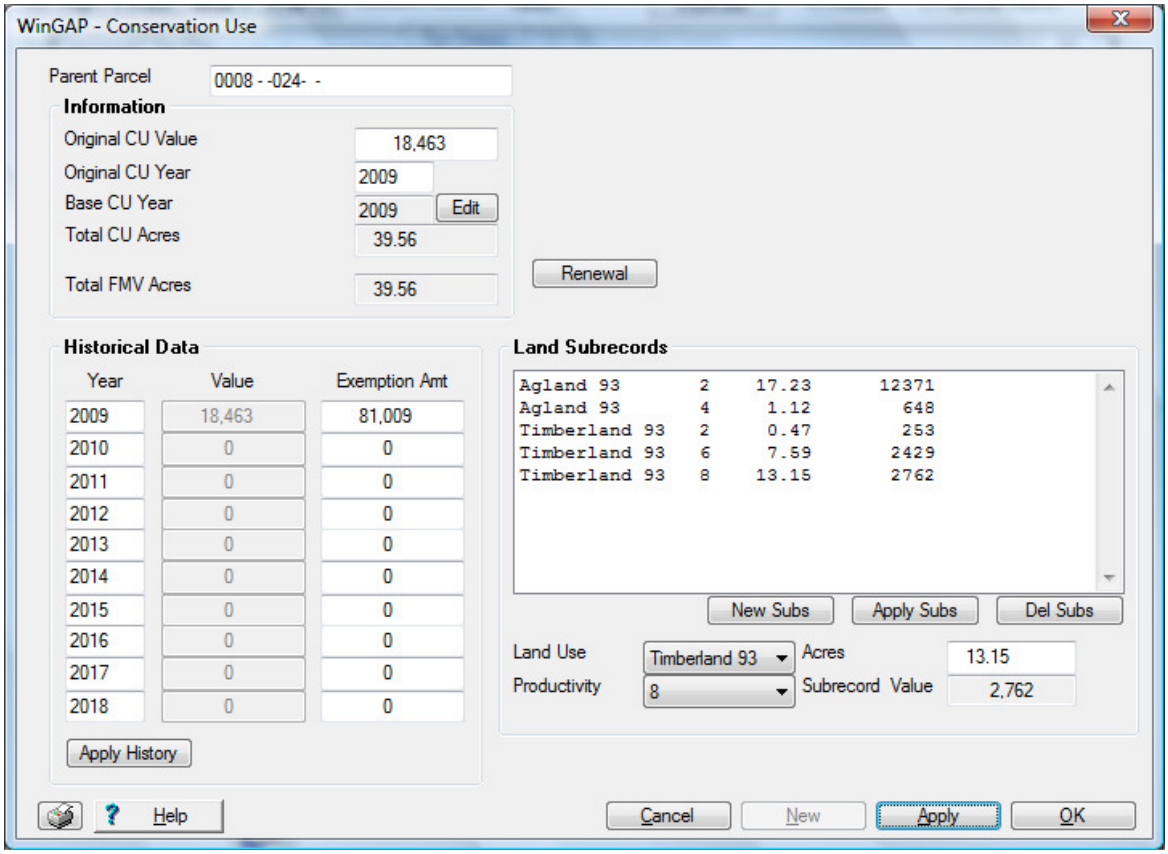
The Renewal button, as shown above, can now be clicked to produce the prompt below. If the renewal process is to be aborted the user should click No; if the process is to continue, Yes would be the appropriate response.



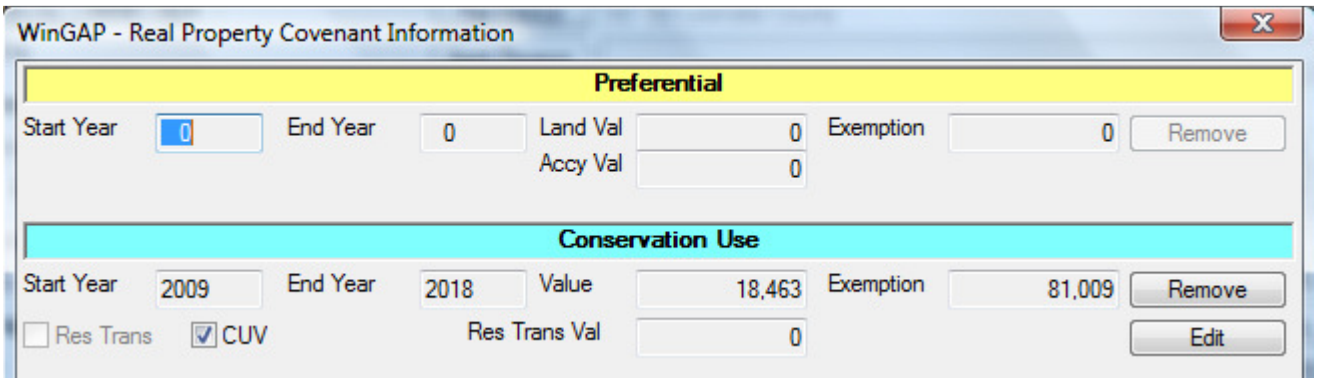
If Yes is selected, the user will be informed, as shown below, that the history information has been cleared and the base year updated.



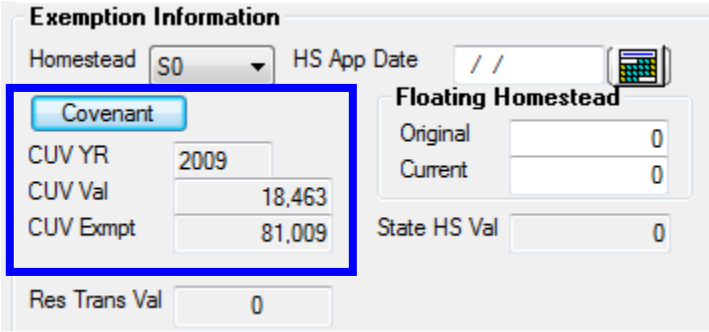
The user should now edit each Conservation Use land subrecord to produce a current Conservation Use value. This assumes the Conservation Use Schedule in **Tools >> Schedules / Tables Conservation Use Land** has been updated for the current year.



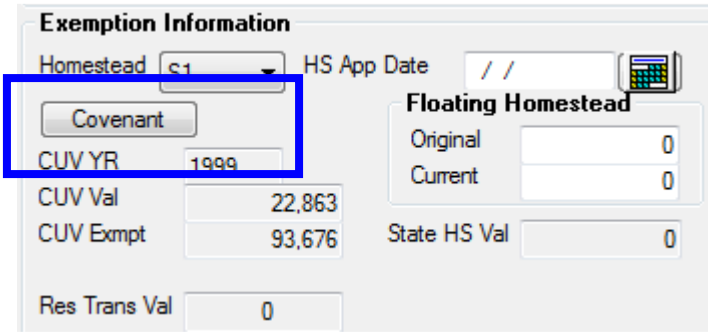
Clicking OK on the Conservation Use Form returns the user to the Covenant Information Form, where the Start and End Years of the Covenant have now been updated by WinGAP, as seen below.



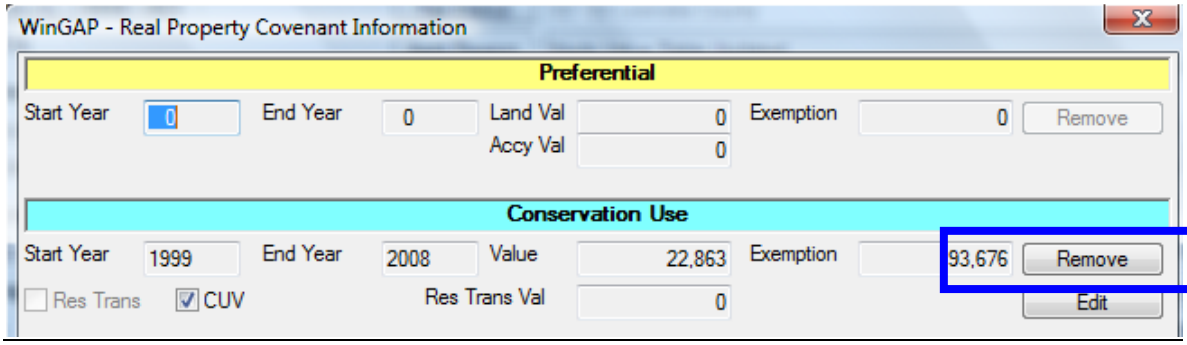
When the user returns to the Real Property General Information Form, the CUV information in the Covenant section of the Form has also been updated, as seen on the next page.



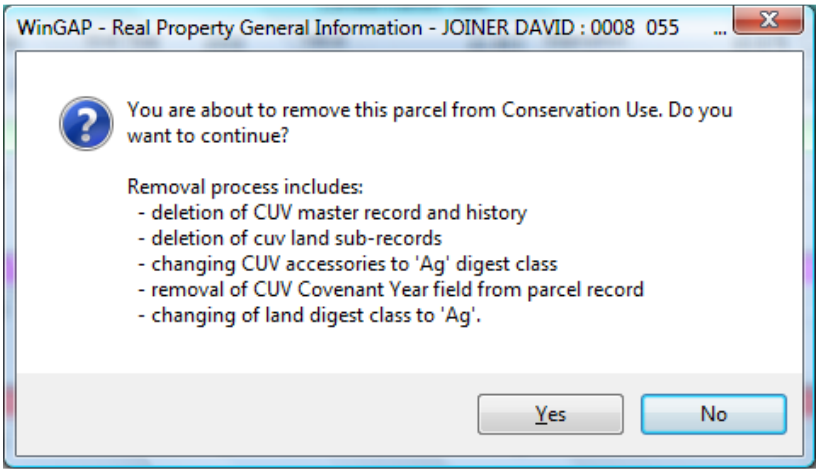
Removing a Conservation Use Covenant



Conservation Use Land subrecords and all other references to Conservation Use, such as CUV Year and V digest class (changed to Ag), are removed by first clicking the Covenant Button on the Real Property General Information Form, above, and then clicking the Remove Button in the Conservation Use section of the Covenant Information Form, as seen below. Conservation Use Land is removed when the covenant expires and is not renewed, or when a covenant is breached.



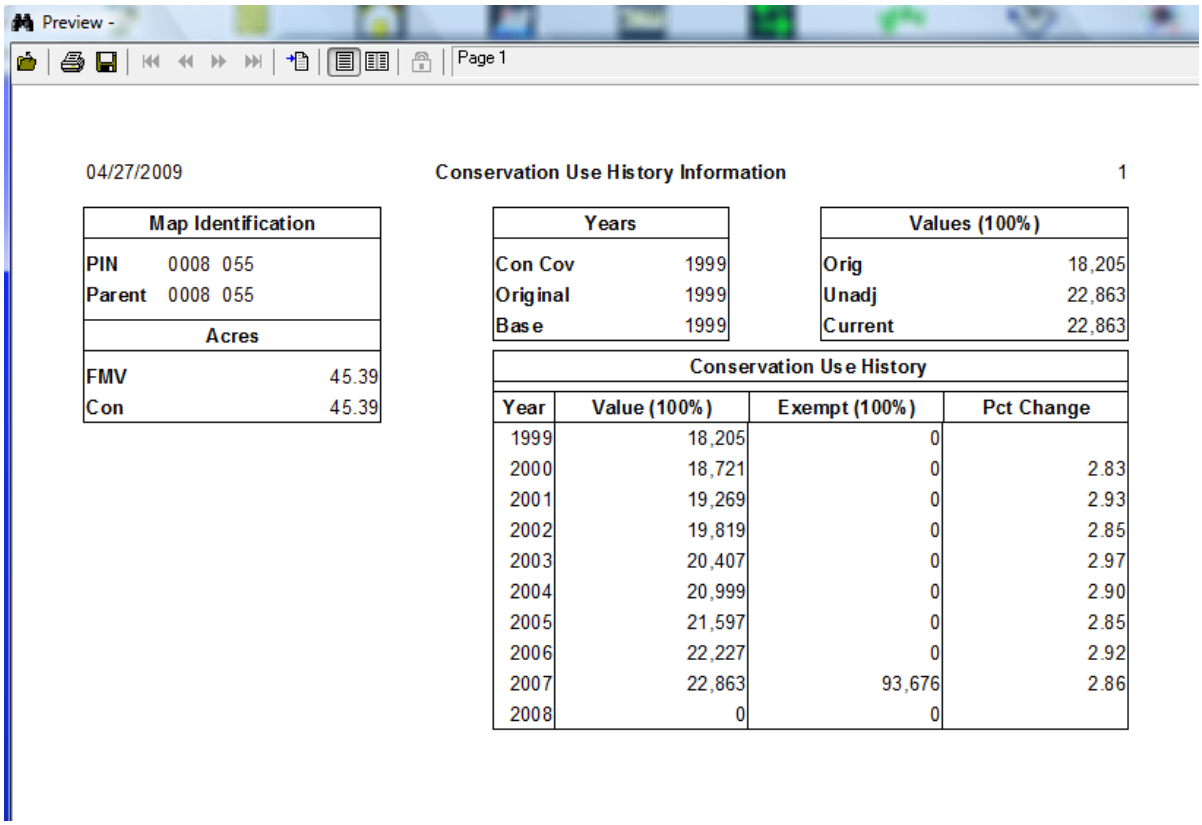
Clicking on the Remove Button produces the following message.



As the message indicates, the removal process performs the following:

- Deletes the Conservation Use master record and all Conservation Use history for this parcel
- Deletes all Conservation Use land subrecords for this parcel
- The Digest Class of any Conservation Use accessories are changed from Conservation Use to Agricultural
- The Conservation Use Covenant year is removed on the Real Property General Information Form.
- The land digest class is changed from Conservation Use to Agricultural

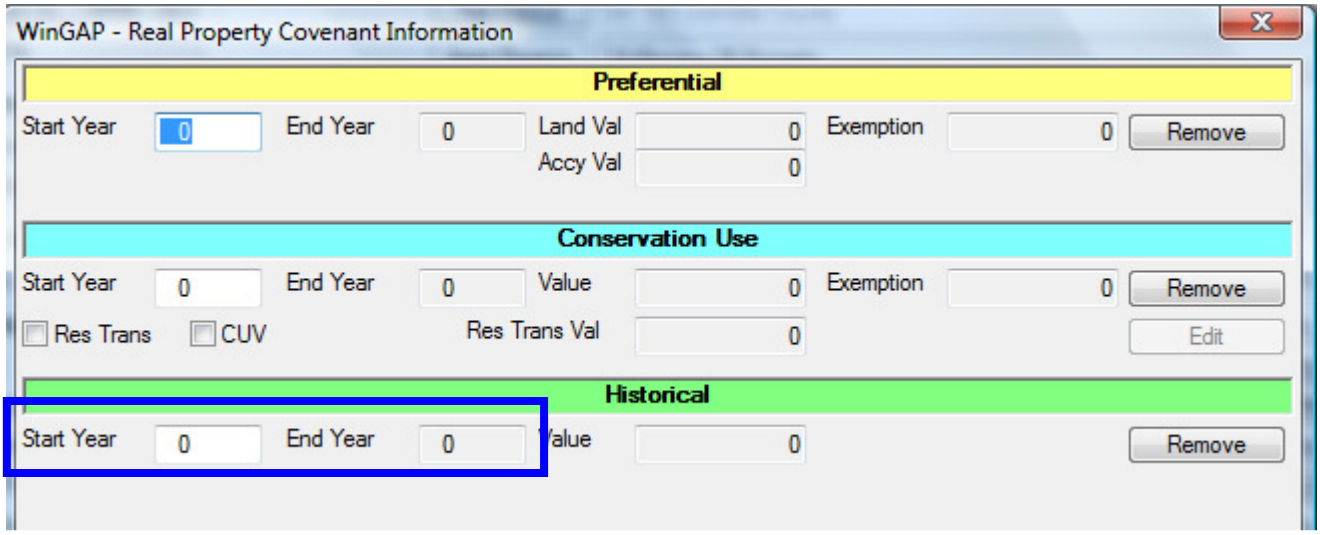
Clicking the Yes button will perform the above processes and leave the user on the Real Property Covenant Information Form. The CUV Value will now be zero. A print preview of the Conservation Use History Information for this parcel will display, as seen below.



After printing this report, the user can click the OK Button on the Covenant Information Form to return to the Real Property General Information Form.

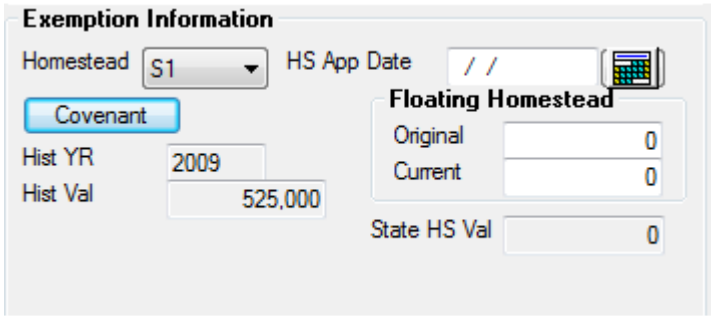
Adding a Historical Covenant

Note: Before adding a Historical Covenant to a Parcel, the user must make sure that there are no other Covenants on the Parcel. If another one exists, it must be removed. See the procedures in this manual for removing other types of Covenants.



The process of adding a Historical Covenant to a Parcel begins with the user keying a value in the Start Year field of the Historical section of the Covenant Information Form, as seen above. WinGAP will calculate the End Year of the Covenant; this field is not accessible to the user. The user should also key the Historical Value of the property in the Value field in this section of the Form.

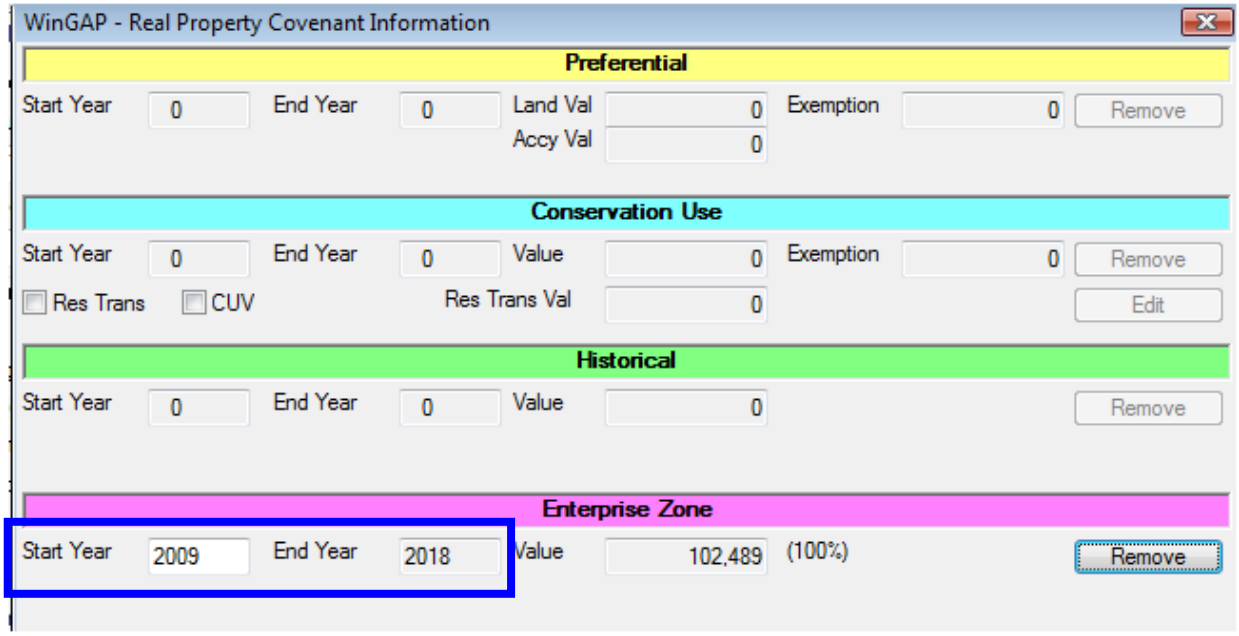
After keying the Value, the user should click the OK Button at the bottom of the Covenant Information Form. The Beginning Historical Year and the Historical Value will now display in their respective fields directly below the Covenant Button in the Exemption Information section on the Real Property Information Form, as seen below.



The Apply or OK Button on the Real Property General Information Form should be clicked to ensure that the Historical Covenant is saved.

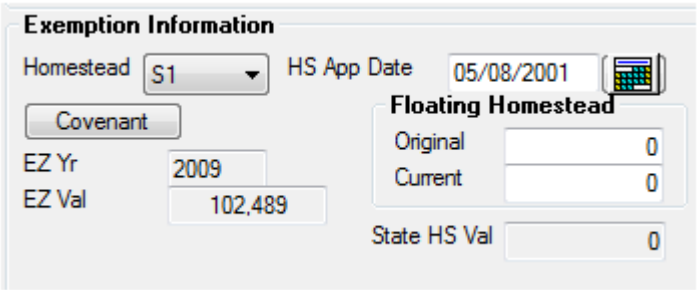
Adding an Enterprise Zone Covenant

Note: Before adding an Enterprise Zone Covenant to a Parcel, the user must make sure that there are no other Covenants on the Parcel. If another one exists, it must be removed. See the procedures in this manual, for removing other types of Covenants.



The process of adding an Enterprise Zone Covenant to a Parcel begins with the user keying a value in the Start Year field of the Enterprise Zone section of the Covenant Information Form, as seen above. WinGAP will calculate the End Year of the Covenant and the Covenant Value; these fields are not accessible to the user.

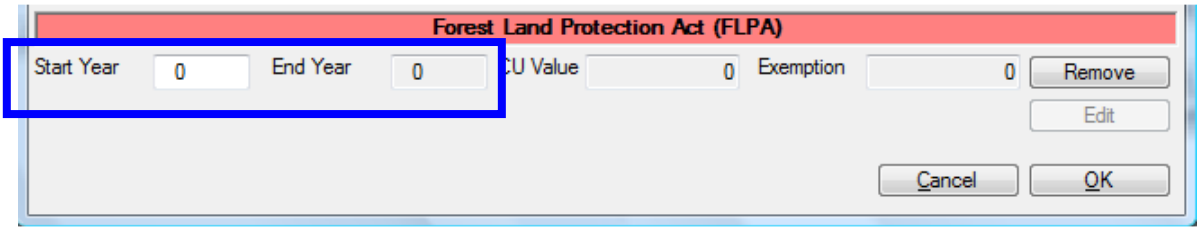
The user should now click the OK Button at the bottom of the Covenant Information Form. The Beginning Enterprise Zone Year and the Enterprise Zone Value will now display in their respective fields directly below the Covenant Button in the Exemption Information section on the Real Property Information Form, as seen below.



The Apply or OK Button on the Real Property General Information Form should be clicked to ensure that the Enterprise Zone Covenant is saved.

Adding a Forest Land Protection Act Covenant

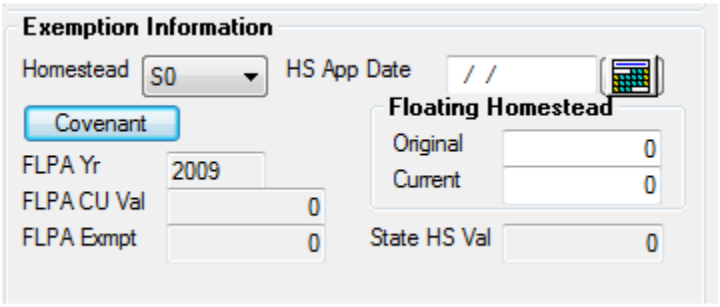
Note: Before adding a Forest Land Protection Act (hereafter called FLPA) Covenant to a Parcel, the user must make sure that there are no other Covenants on the Parcel. If another one exists, it must be removed. See the procedures in this manual, above, for removing other types of Covenants. Also, the FLPA land schedule values MUST be entered prior to adding the FLPA Covenant, and the FLPA Index must also be set up. Both the schedule values and the index are located at **Tools >> Schedules / Tables>> FLPA Schedules**.



The process of adding a FLPA Covenant to a Parcel begins with the user keying a value in the Start Year field of the FLPA section of the Form, as seen above. WinGAP will calculate the End Year of the Covenant; this field is not accessible to the user. WinGAP will also fill in the Value and Exemption fields once data entry on the FLPA land is completed. The Start Year value must be 2009 or later for the program to calculate the FLPA values properly and track them throughout the fifteen years of the covenant.

Note: FLPA Land can be added and/or edited from either the Covenant Information Form or the Land Information Form. Also, if the land information has not yet been added on the Parcel, this must be done on the Land Information Form before the FLPA land is added. Market land subrecord (s) for the land must exist prior to adding the FLPA Land; these subrecords calculate the market value of the land and will have "matching" subrecords on the FLPA Main Form in order to calculate the FLPA value for the Parcel. WinGAP will automatically choose Forest Land Protection as the Digest Class on the Land Information Form after the Start Year of the FLPA Covenant has been entered and saved, but the user must key the other data on the Land Information Form, if the land has not yet been added. The user should consult the Land Information Form section of this manual for those procedures.

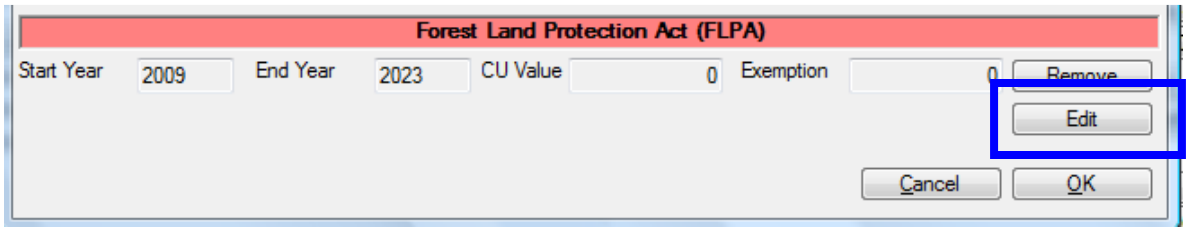
Before entering the FLPA land, the user can click the OK Button at the bottom of the Covenant Information Form to view the Beginning FLPA Year that now displays directly below the Covenant Button in the Exemption Information section on the Real Property General Information Form, as seen below. After the FLPA land has been added, the FLPA Value Current Use Value and the FLPA Exempt value will appear in this section as well. The Apply Button on the Real Property General Information Form should be clicked to ensure that the data entry to this point is saved, prior to the adding of the FLPA land.



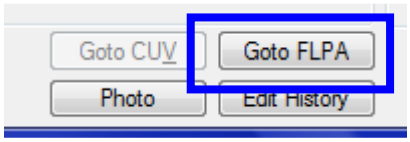
Adding FLPA Subrecords

As mentioned earlier, FLPA land can be added from either of two places in WinGAP:

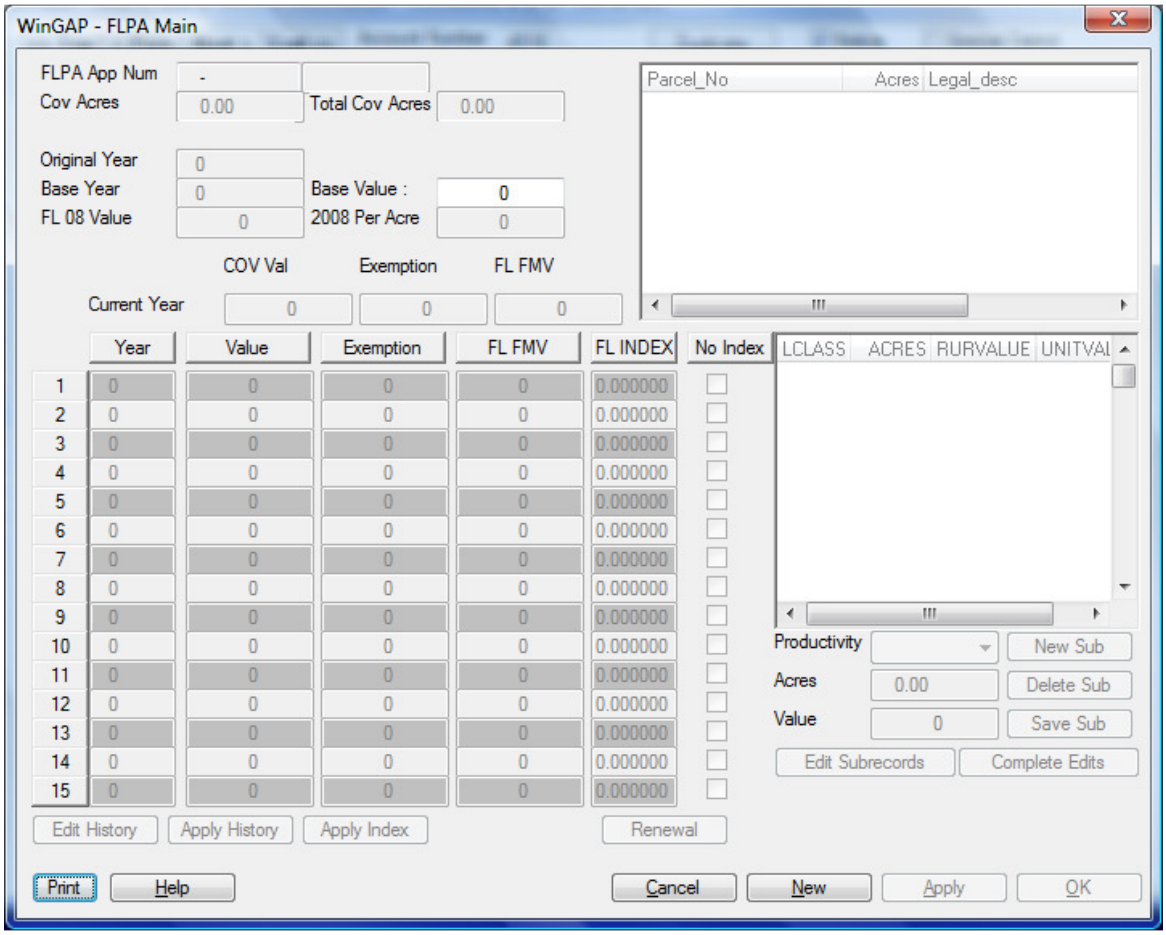
1. From the Covenant Information Form by clicking the Edit button in the FLPA section, as seen below. This method assumes the market Land Information and Subrecords already exist.



2. Or by going to the Land Information Form and clicking the Goto FLPA Button, as shown below. The Goto FLPA Button will not be available unless the Start Year of the FLPA Covenant has been entered and saved, as mentioned earlier.



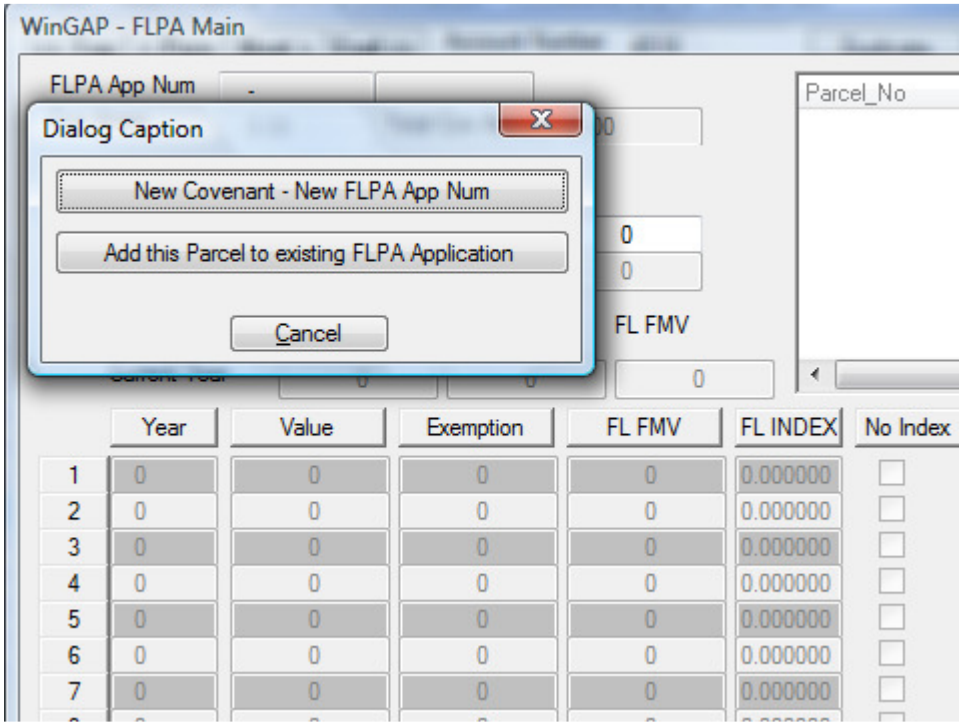
Either method will take the user to the FLPA Main Form, as seen below.



The FLPA Main Form is divided into four sections:

- General Information
- Parcels Under The Covenant
- Historical Data
- Land Subrecords

All of the fields on the Form will be "grayed out" and empty when adding the FLPA information for the first time. The **New** Button at the bottom of the Form MUST be clicked with the mouse to begin the process of adding the FLPA land. This will produce the menu screen seen below, superimposed over the FLPA Main Form.

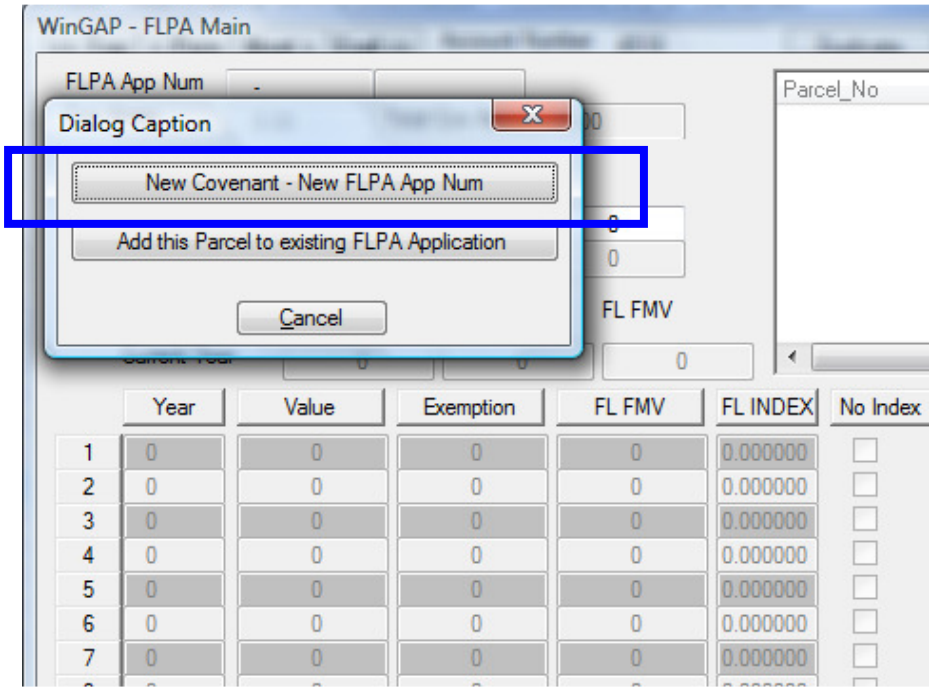


This Menu has three options:

- If this is a new FLPA Covenant/Application, the user should select the **New Covenant – New FLPA App Num** menu item;
- If the Parcel is being adding to an existing Covenant, the user should select the **Add this Parcel to existing FLPA Application** item;
- The “Cancel” menu item returns the user to the FLPA screen if the user is unsure of which menu item to select.

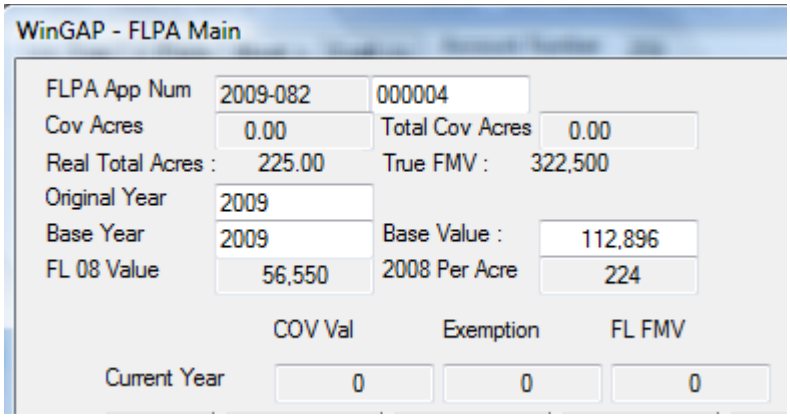
Each of these menu items will be covered in detail on the following pages.

New FLPA Covenant / Application



Selecting the **New Covenant – New FLPA App Num**, as seen above, open up the fields in the General Information section of the FLPA Main Form and takes the user to the FLPA App Num (Application Number) field. A discussion of the data entry fields in this section follows.

General Information section

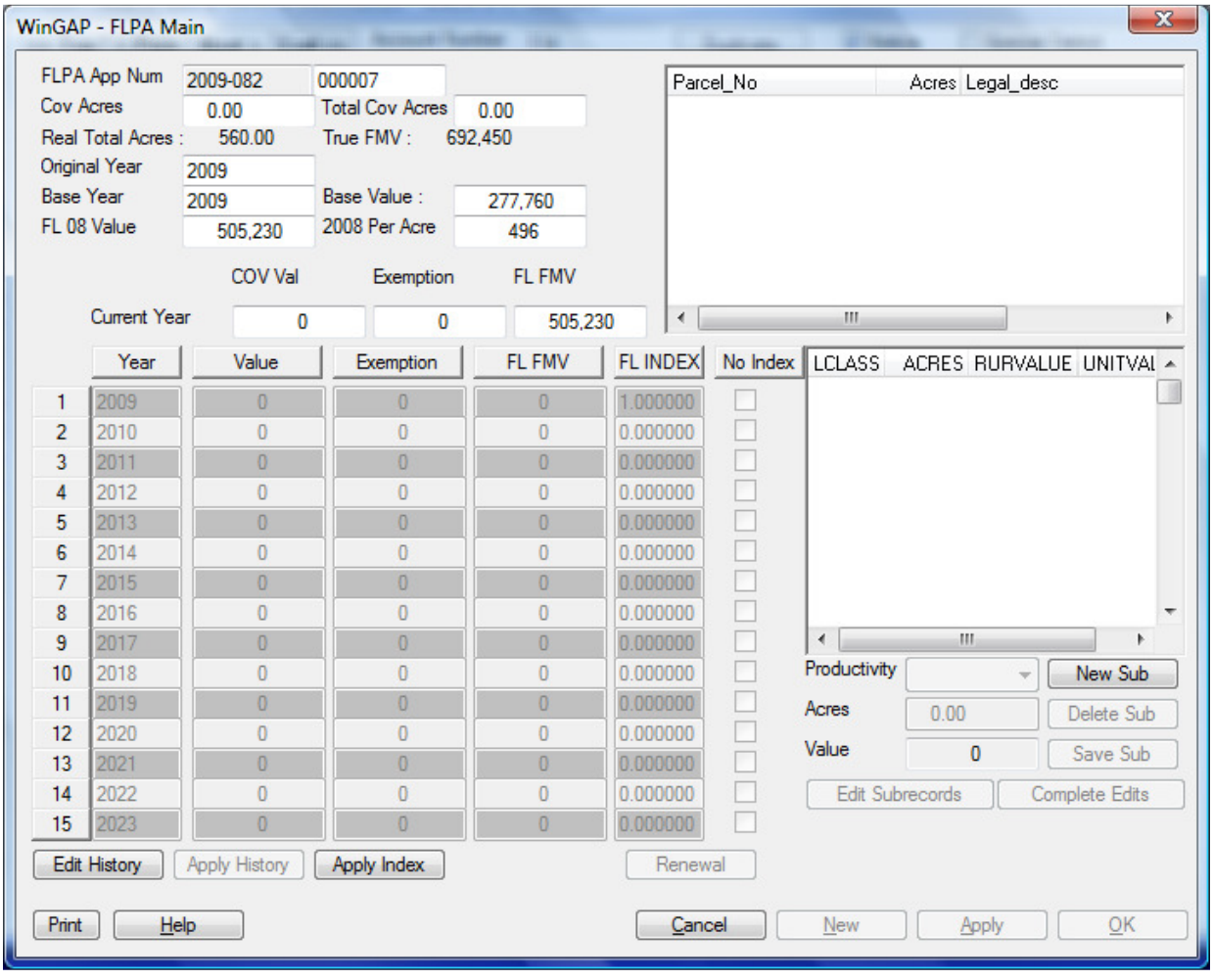


- **FLPA App Num**: The FLPA Application Number for this Covenant. The first part of the FLPA App Num field, which contains the Application Year (in this case, 2009, and the County Number (in this case, 084) are not accessible to the user. The second part of the field is accessible to the user and contains the sequential number assigned to each Application.
- **Cov Acres**: This Parcel's Acres under this Covenant.
- **Total Cov Acres**: Total Acres for all Parcels under this Covenant
- **Real Total Acres**: The Total Acres of this Parcel.
- **True FMV**: The Fair Market Value of the land for this Parcel.
- **Original Year**: The Beginning Year of the FLPA covenant, as entered on the Real Property General Information Form.

- **Base Year**: The Base Year of the FLPA Covenant is usually the same as the Original FLPA Year. There are instances, however, where the Base Year will be different. Such instances would be splits, changes in use, etc.
- **Base Value:** The Base Value field is automatically filled by WinGAP with the 2008 land fair market value. If the 2009 acres do not equal the 2008 acres, the Base Value will be the 2008 per acre value times 2009 acres.
- **FL 08 Value**: The FL (FLPA) 08 (2008) Value field is automatically filled by WinGAP with the 2008 land fair market value.
- **2008 Per Acre**: The 2008 Per Acre field is automatically filled by WinGAP with the 2008 land fair market value divided by the total acres of the land.
- **Current Year – COV Val**: The current year's Conservation Use Value.
- **Current Year – Exemption**: The current year's exemption (FMV – CUV).
- **Current Year – FL FMV**: The current year's Forest Land Fair Market Value.

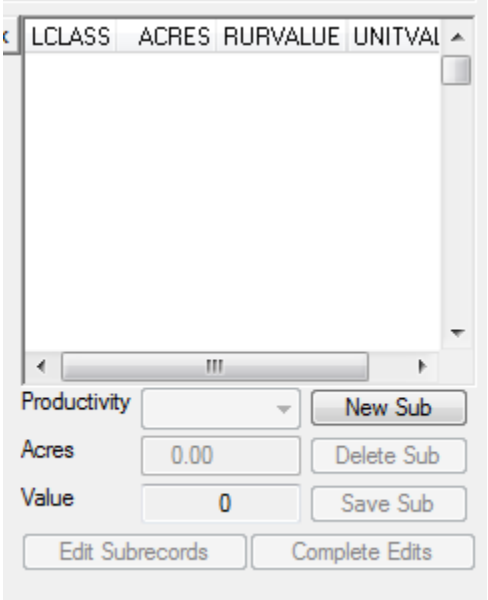
After reviewing/changing any of the information in the General Information Section of the Form, the user should click the **Apply** Button at the bottom of the Form. This will produce a screen image similar to the one below, where the following changes have taken place:

- Any changes made to the General Information section of the FLPA Main Form have been saved;
- The **New Sub** Button has been placed "in focus" so that the FLPA subrecords can be added in the Land Subrecords part of the Form.



At this point the user should click the **New Sub** Button to begin adding the FLPA subrecords, as discussed on the next page.

FLPA Subrecords section

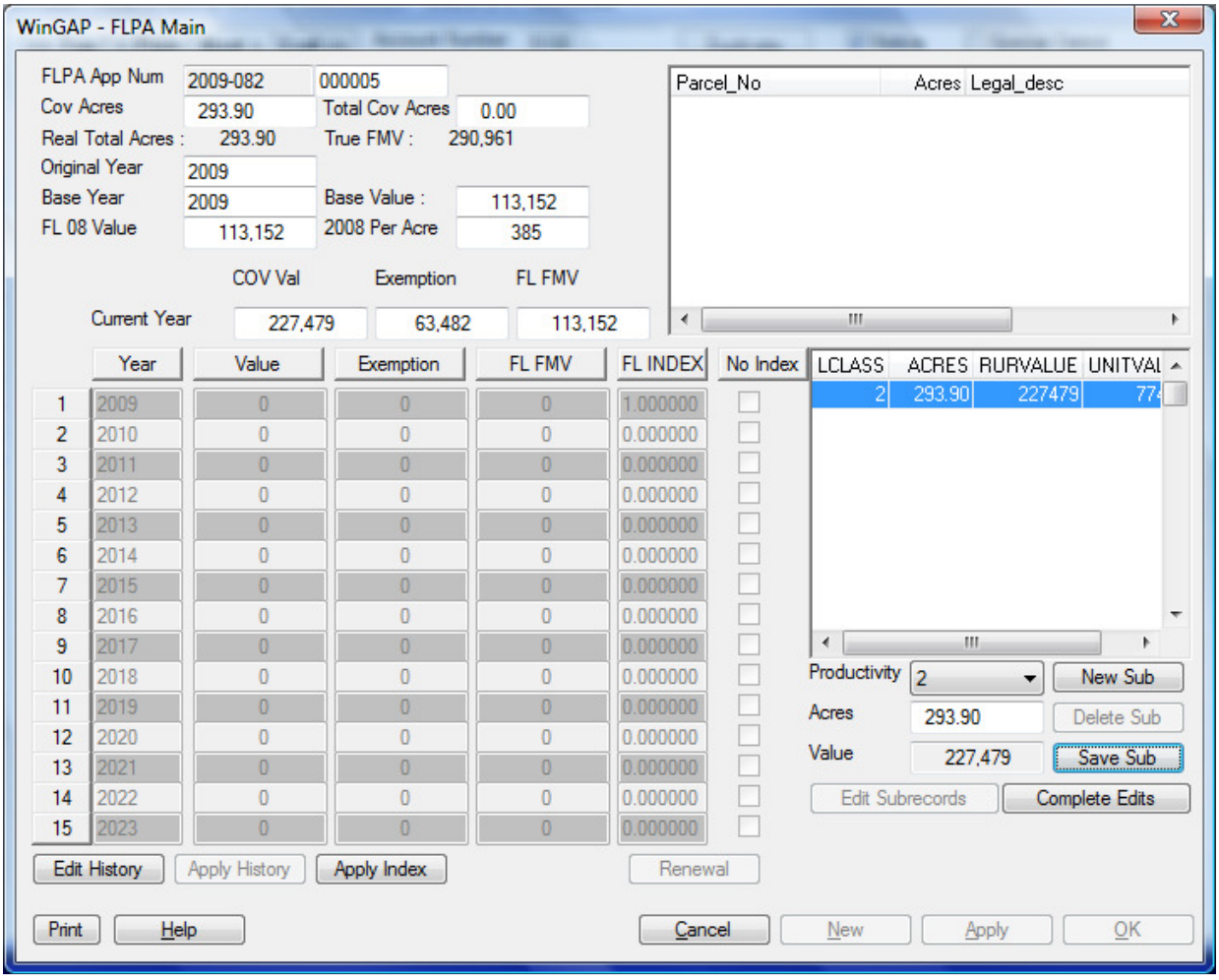


The **New Sub** Button MUST be clicked to begin the process. There are three fields for each FLPA subrecord:

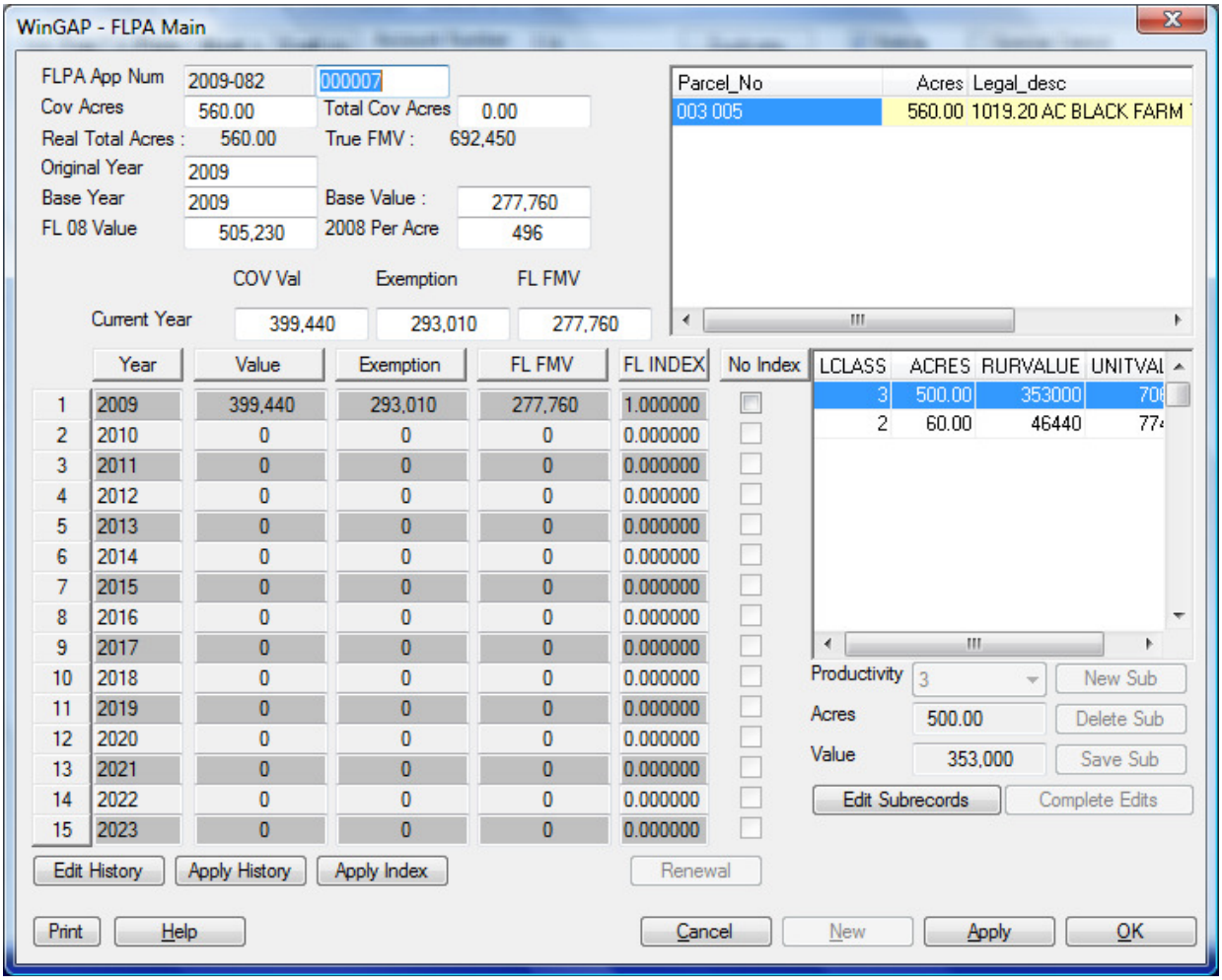
- **Productivity**: The Productivity Class for the subrecord is selected in this field by clicking on the arrow to the right of the combo box and selecting the correct Productivity Class or keying the Productivity Class. A numerical entry of 1 through 9 is required for all Land Types.
- **Acres**: The Acres field for this subrecord requires a number ranging from .01 to 99999.99, and is entered by keying the value.
- **Subrecord Value**: After keying a value in the Acres field and pressing Tab, the value of the subrecord displays in this field. This field is not accessible to the user.

Note: there is no Land Type field for FLPA subrecords. All land under the FLPA is Woodland.

After keying the data for the first FLPA subrecord, the user must click the **Save Sub** Button to add the subrecord, as subrecords can only be added one at a time. The first subrecord will now appear in the Land Subrecords list box and the acres of the first subrecord will also display in the Cov Acres field in the General Information section of the Form, as seen on the next page. The Current Year COV Val, Exemption, and FL FMV fields will be filled as well.

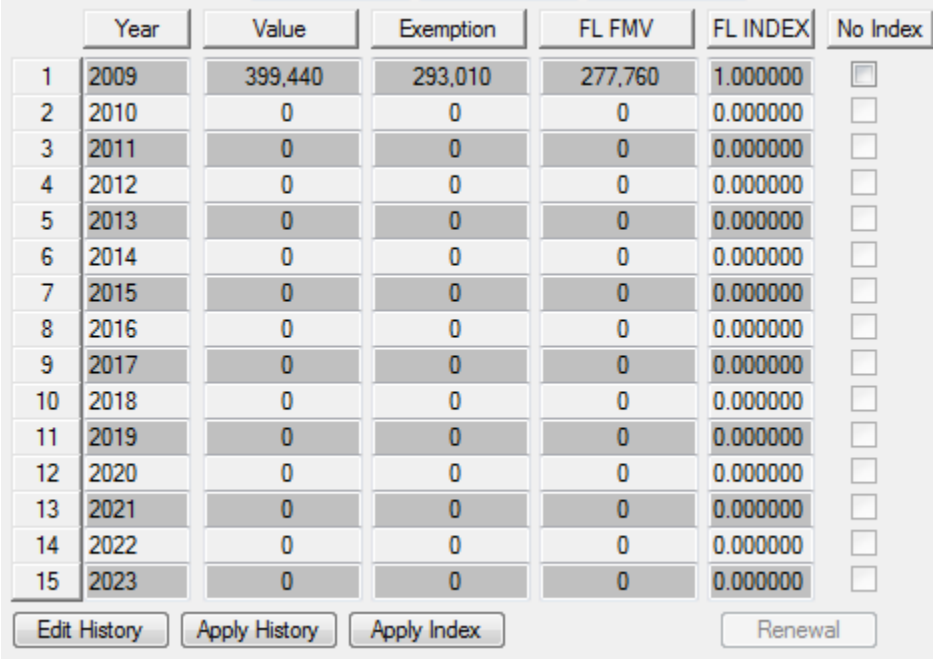


Other subrecords, if needed, can now be added in the same manner. **Note:** The user MUST remember to click the **New Sub** Button prior to beginning data entry for each subrecord, and the **Save Sub** record to save each subrecord . Once all subrecords have been added, the user should click the **Complete Edits** Button in the Subrecords section of the Form, followed by the Apply Button. The FLPA Main Form should appear similar to the one on the next page.



The Cov Acres MUST agree with the Real Total Acres in the General Information section of the Form. The Current Year COV Val, Exemption, and FL FMV fields will be filled as well.

Historical Data section



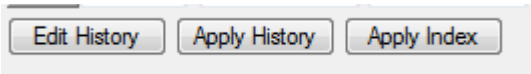
	Year	Value	Exemption	FL FMV	FL INDEX	No Index
1	2009	399,440	293,010	277,760	1.000000	☐
2	2010	0	0	0	0.000000	☐
3	2011	0	0	0	0.000000	☐
4	2012	0	0	0	0.000000	☐
5	2013	0	0	0	0.000000	☐
6	2014	0	0	0	0.000000	☐
7	2015	0	0	0	0.000000	☐
8	2016	0	0	0	0.000000	☐
9	2017	0	0	0	0.000000	☐
10	2018	0	0	0	0.000000	☐
11	2019	0	0	0	0.000000	☐
12	2020	0	0	0	0.000000	☐
13	2021	0	0	0	0.000000	☐
14	2022	0	0	0	0.000000	☐
15	2023	0	0	0	0.000000	☐

Edit History | Apply History | Apply Index | Renewal

WinGAP will fill in these History fields with the appropriate data as subrecord (s) are added, edited, or deleted and track the data across the 15 year covenant period. This section of the FLPA Main Use Form displays the following:

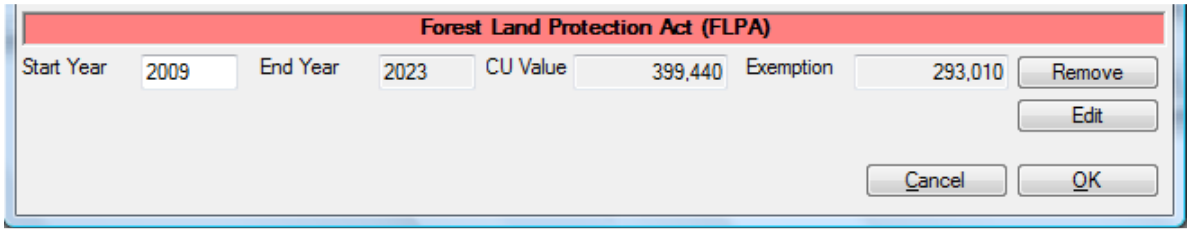
- **Year**: The beginning year that the Parcel was under the FLPA Covenant will appear in the first (top left) Year field, with subsequent years displayed in the rest of the Year fields in ascending year order.
- **Value**: The final regulated value of land under the FLPA Covenant will appear in this field for each of the years that the Parcel was under the Covenant.
- **Exemption**: The Exemption Amt field displays the exemption for the parcel for each year of the Covenant. Only the current year is calculated. Previous year exemptions can be keyed and saved with the **Apply History** button.
- **FL FMV**: The Forest Land Fair Market Value for each of the covenant years.
- **FL INDEX**: The Forest Land Index that was applied to the previous year's FL FMV.
- **NO INDEX**: If the NO INDEX box is checked, the Forest Land Index will not be applied to the previous year's Forest Land FMV.

Edit History, Apply History, and Apply Index Buttons

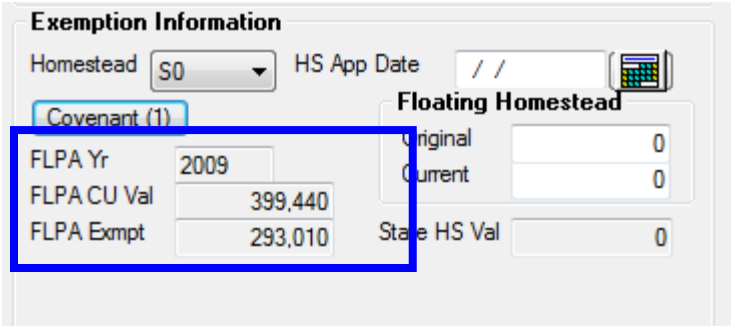


Should the Historical Data for a covenant require modification, the user may make such changes by clicking the **Edit History** button at the bottom of the Historical Data section of the Form. After making these changes, the **Apply History** button MUST be clicked to save the changes. The **Apply Index** button is clicked when the user wishes to apply the Forest Land Index to the previous year's Forest Land FMV. This would typically be done during reappraise but the option is available on a parcel-by-parcel basis with the use of the **Apply Index** button.

When the user exits the FLPA Main Form and returns to the Covenant Information Form, the CU Value and Exemption amount now appear on the FLPA part of the Form, as seen on the next page.



When the user returns to the Real Property General Information Form, the FLPA YR, the FLPA CU Val, and the FLPA Exempt fields will now display the appropriate FLPA Value and Exemption Amounts.



Editing FLPA Subrecords

Subrecords on the FLPA Main Form can be edited by first going to the FLPA Main Form from either the Covenant Information Form or the Land information Form. A subrecord is edited by clicking the **Edit Subrecords** Button, then clicking on the appropriate subrecord in the Land Subrecords list box. The correction can then be made in the desired field for that subrecord. The **Save Sub** Button MUST be clicked to save the changes to the subrecord. The **Complete Edits** Button MUST be clicked to update the value in the FLPA COV Value field.

Del Subs Button

Subrecords on the FLPA Form can be deleted by first going to the FLPA Main Form from either the Covenant Information Form or the Land information Form. A subrecord is deleted by clicking on the **Edit Subrecords** Button, then clicking on the appropriate subrecord in the Land Subrecords list box. The **Delete Sub** Button should be clicked to delete that subrecord. The message "Do you want to delete this subrecord?" will appear (Note to Gregg: this message does not appear currently). Pressing Enter or clicking on the default "No" will cancel the deletion of the subrecord and return the user to editing mode. If the subrecord is to be deleted, the "Yes" Button can be clicked to delete the subrecord and return the user to editing mode. If the subrecord was deleted, the **Complete Edits** Button must be clicked to update the value in the FLPA CUV Value field.

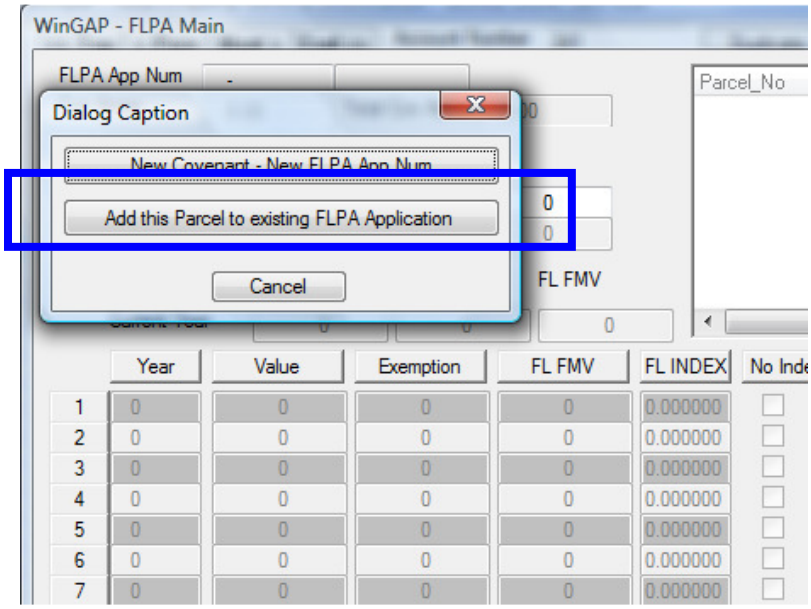
Exiting the FLPA Main Form

When FLPA data entry is completed, the user leaves the Form by clicking the **OK** Button, returning to either the Land Information Form or the Covenant Information Form, depending on which method was used to reach the FLPA Main Form. The **OK** Button on either of these Forms can be clicked to return to the Real Property General Information Form. The FLPA YR, CU Val, and Exemption amount will now display in the Exemption Information section of the Real Property General Information Form.

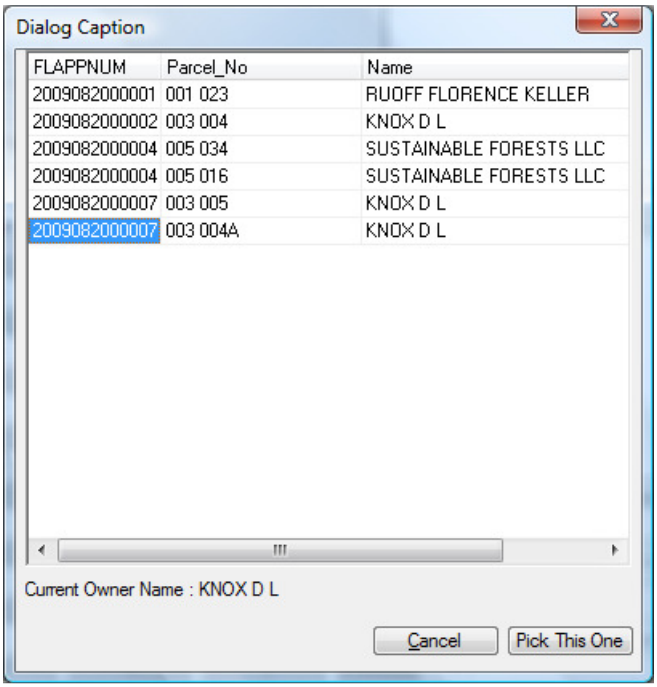
Adding Other Parcels to a FLPA Covenant

Other contiguous Parcels can be added to an existing FLPA Covenant by following these procedures:

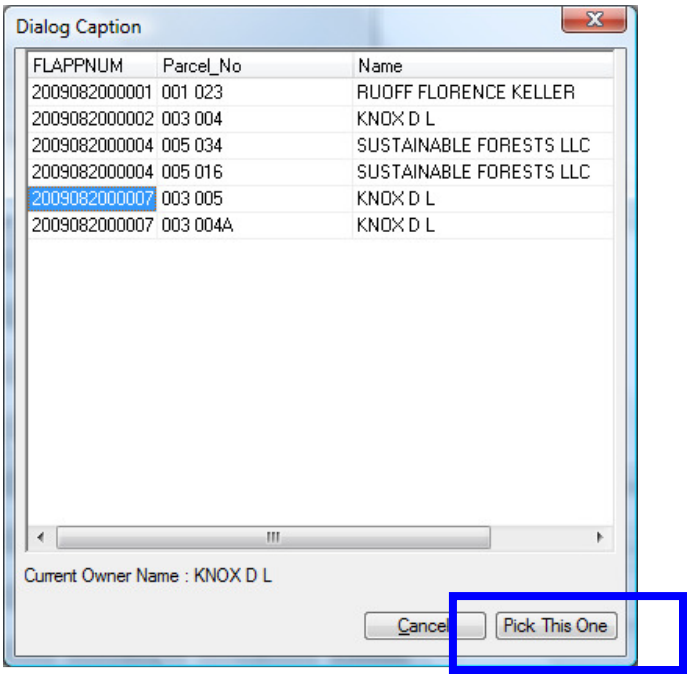
- The Parcel to be added is located by one of the Real Property Search Methods;
- The Covenant Button on this Parcel should be clicked;
- The Starting Year of the Covenant is keyed in the Start Year field on the Covenant Information Form;
- The Edit Button is clicked to reach the FLPA Main Form;
- The New Button is clicked to bring up the FLPA Covenant Menu, as seen below.



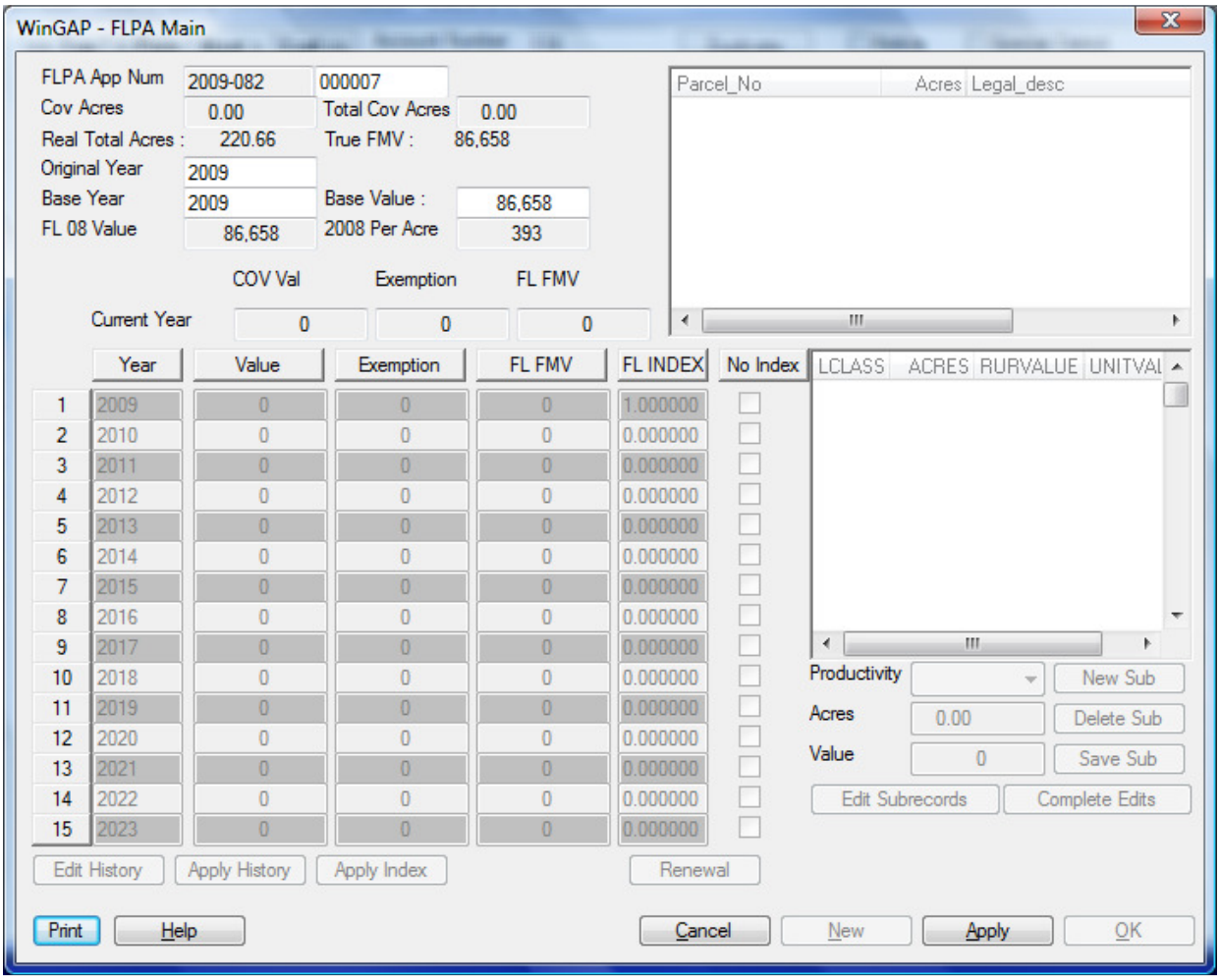
The user should select the “Add this Parcel to existing FLPA Application.” The list of Existing Covenants will appear, and the user should click on the Parcel/Covenant that the Parcel is to be added to, as seen below.



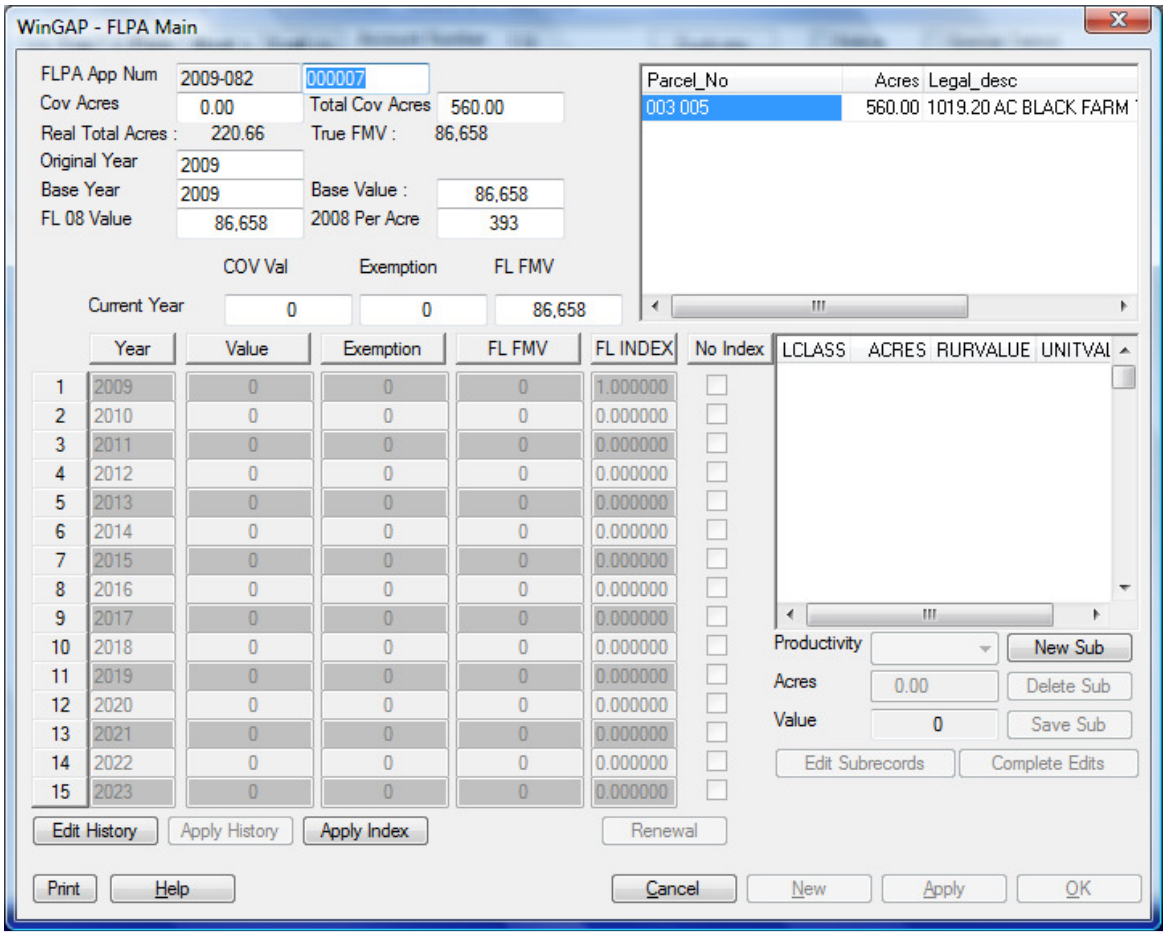
After selecting the correct Parcel/Covenant, the user should click on the **Pick This One** Button, as seen above, as seen below.



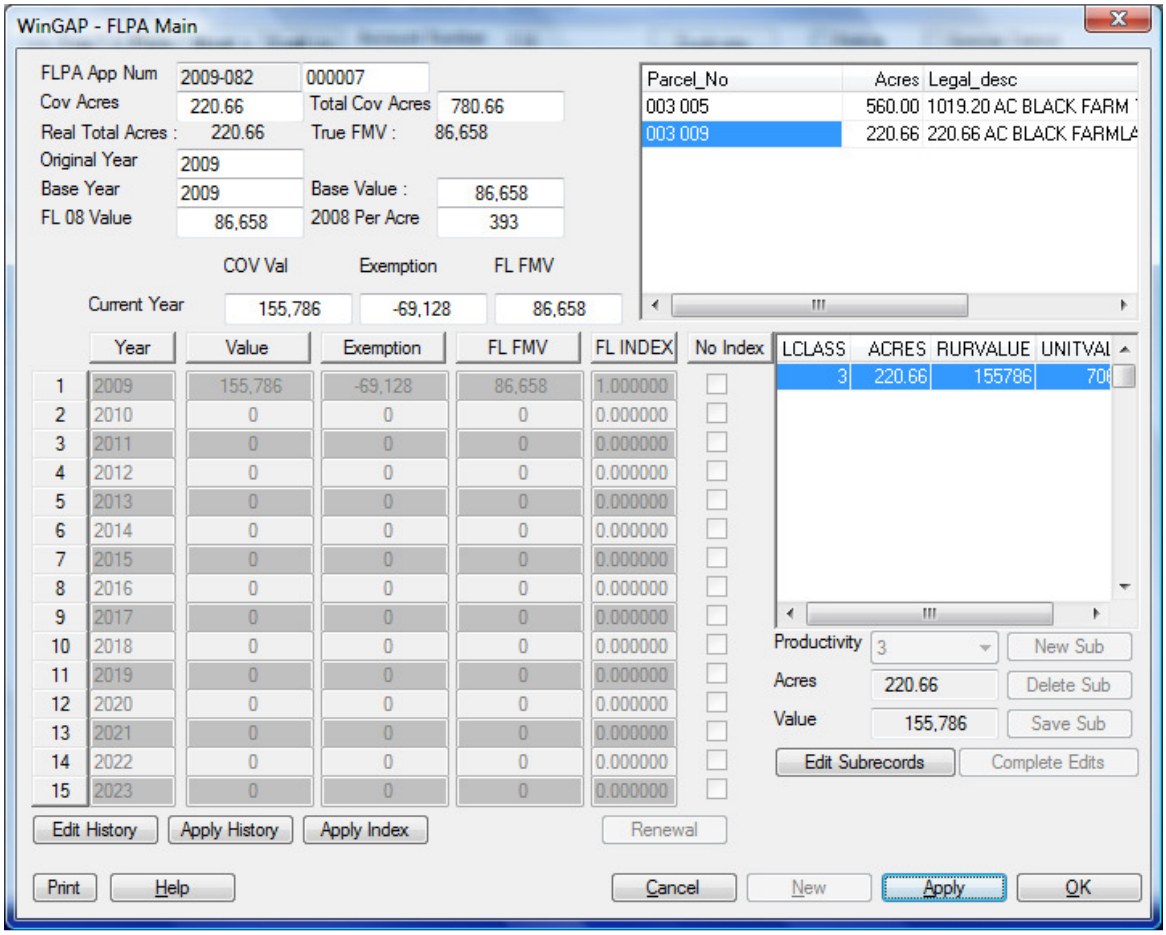
The FLPA Main Form will appear, as seen below.



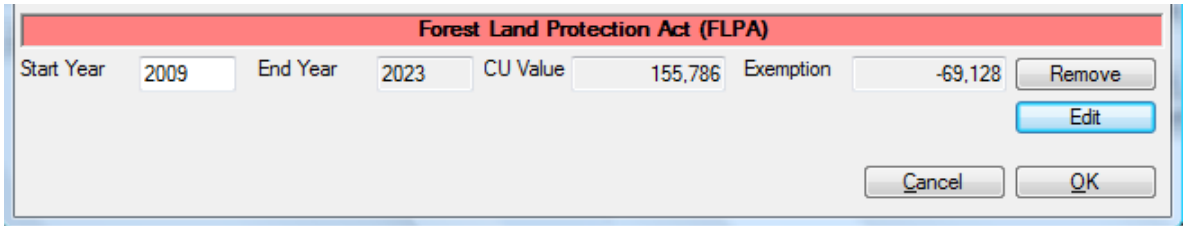
The user should now click the Apply Button, and all Parcels assigned to the Covenant Application Number will appear in the Existing Covenant list box, as seen below.



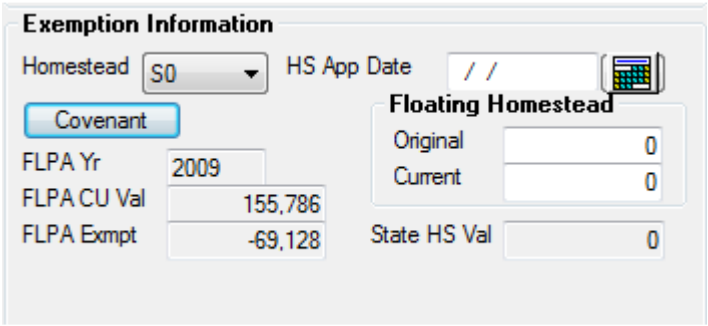
The FLPA subrecords for this Parcel should now be added to this Covenant, by clicking the **New Sub** button in the Subrecords section of the Form. The procedures for adding Subrecords are the same as discussed earlier in the FLPA Subrecords section when adding a New Covenant. When this is accomplished, and the user has clicked the Complete Edits Button, and then the Apply Button, the FLPA Main Form will appear similar to the one on the next page.



The Covenant Acres under the new parcel have been added to those of the existing Covenant and are displayed in the Total Cov Acres field. The Current Year COV, Exemption, and FL FMV are displayed for the Parcel as well, and these values now display in the Historical Data section of the FLPA Main Form. The user can now click the OK Button and return to the Covenant Information Form, where the CU Value and Exemption amount are displayed, as seen below.



The OK key can be clicked to return to the Real Property General Information Form, where the FLPA YR, CU VAL, and Exemption amount will also display, as seen below.



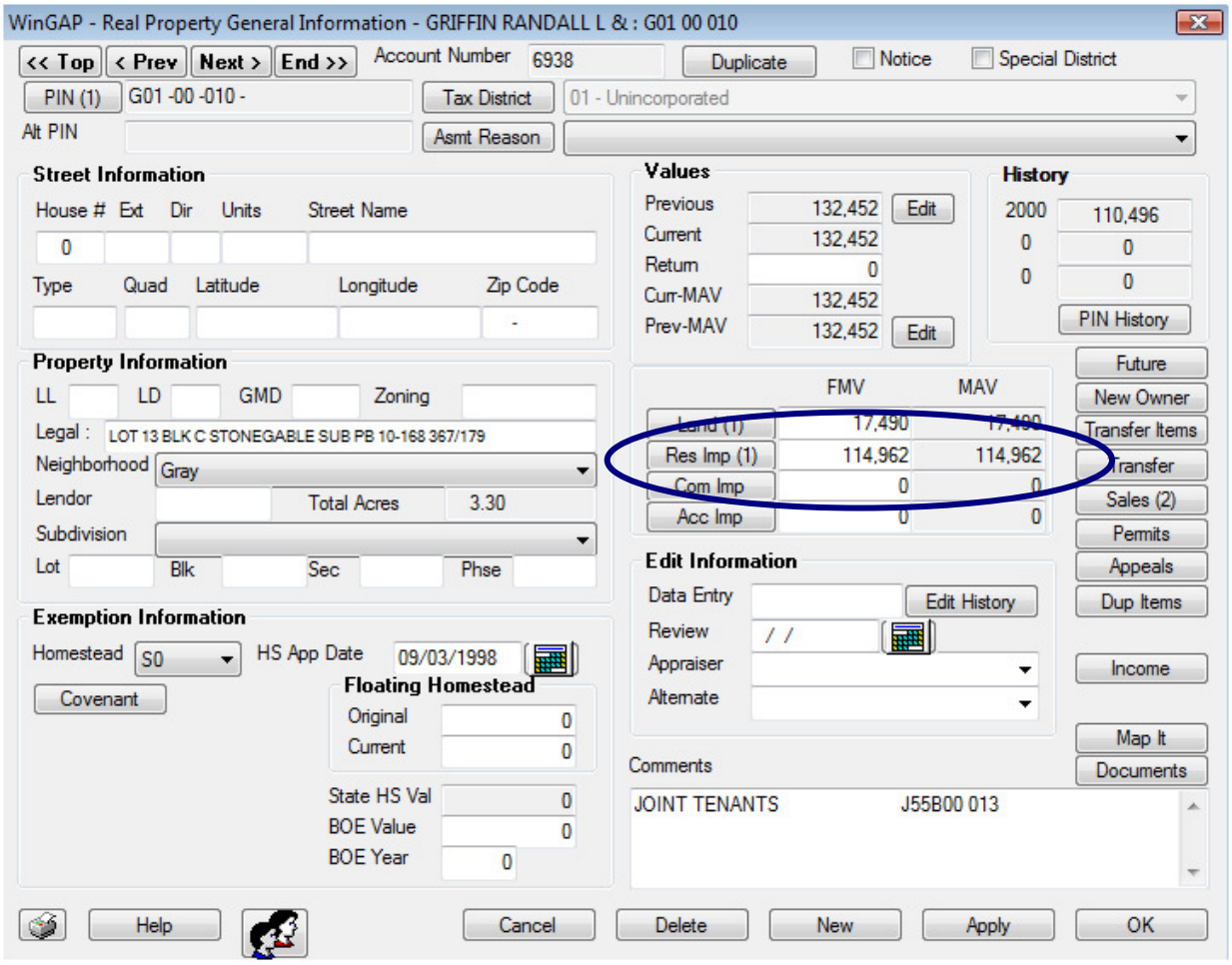
Other FLPA Related Information

- The FLPA Land Schedules and Index are located at **Tools >> Schedules** / **Tables >> FLPA Schedules**

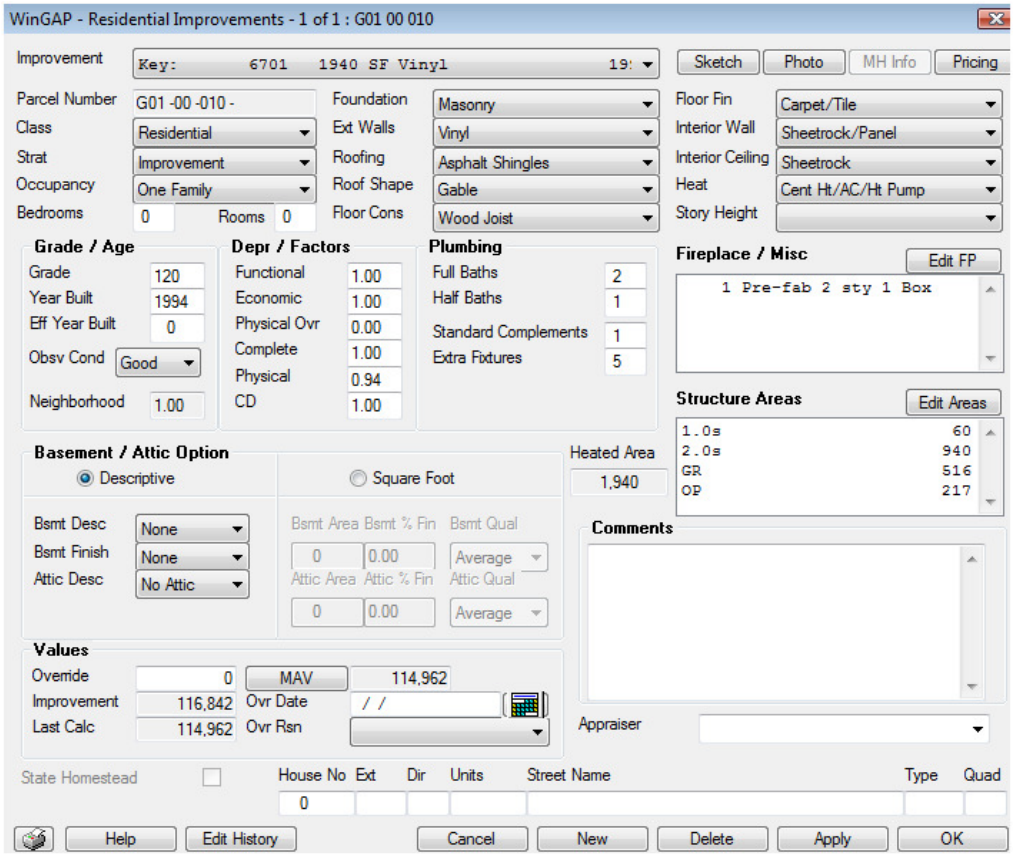
- The FLPA Application is printed from the Real Property General Information Form by right clicking on the printer button, then clicking on the FLPA Menu item and selecting Application. One application per Covenant should be printed.

Residential Improvements Form

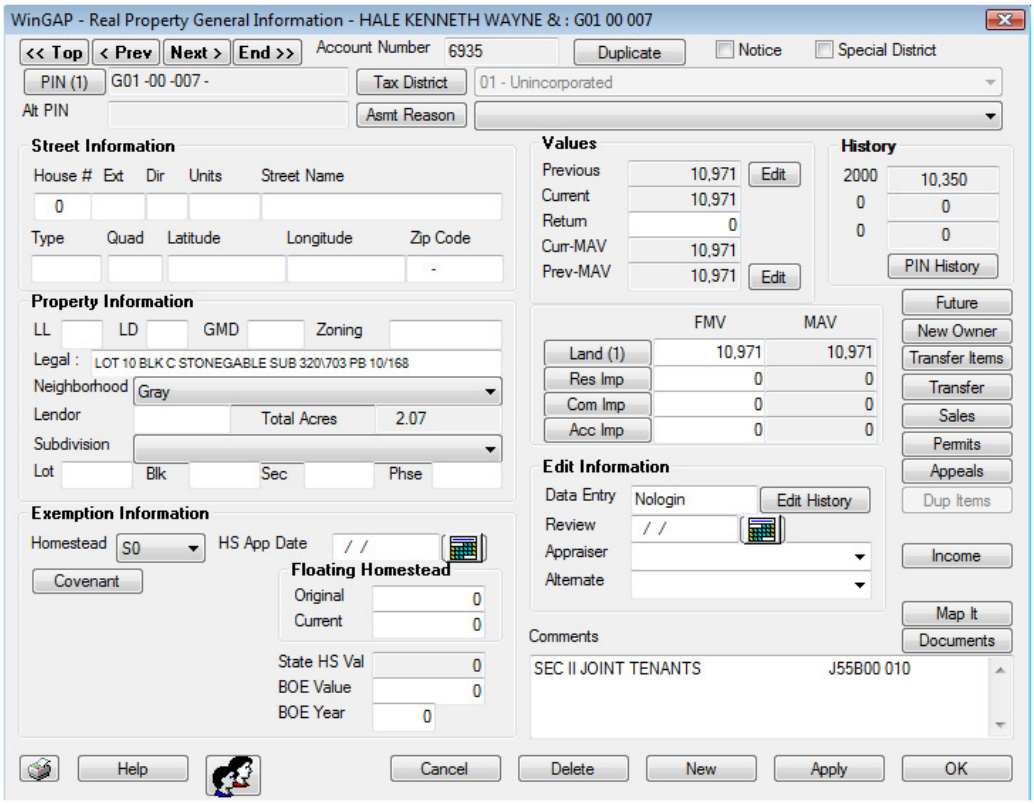
The Residential Improvements Form is used to add, edit, or delete any Residential Improvements on the Parcel. The **Res Imp** Button to the left of the **Res Imp** FMV and MAV fields on the **Real Property General Information Form** is used to access this Form, as seen below.

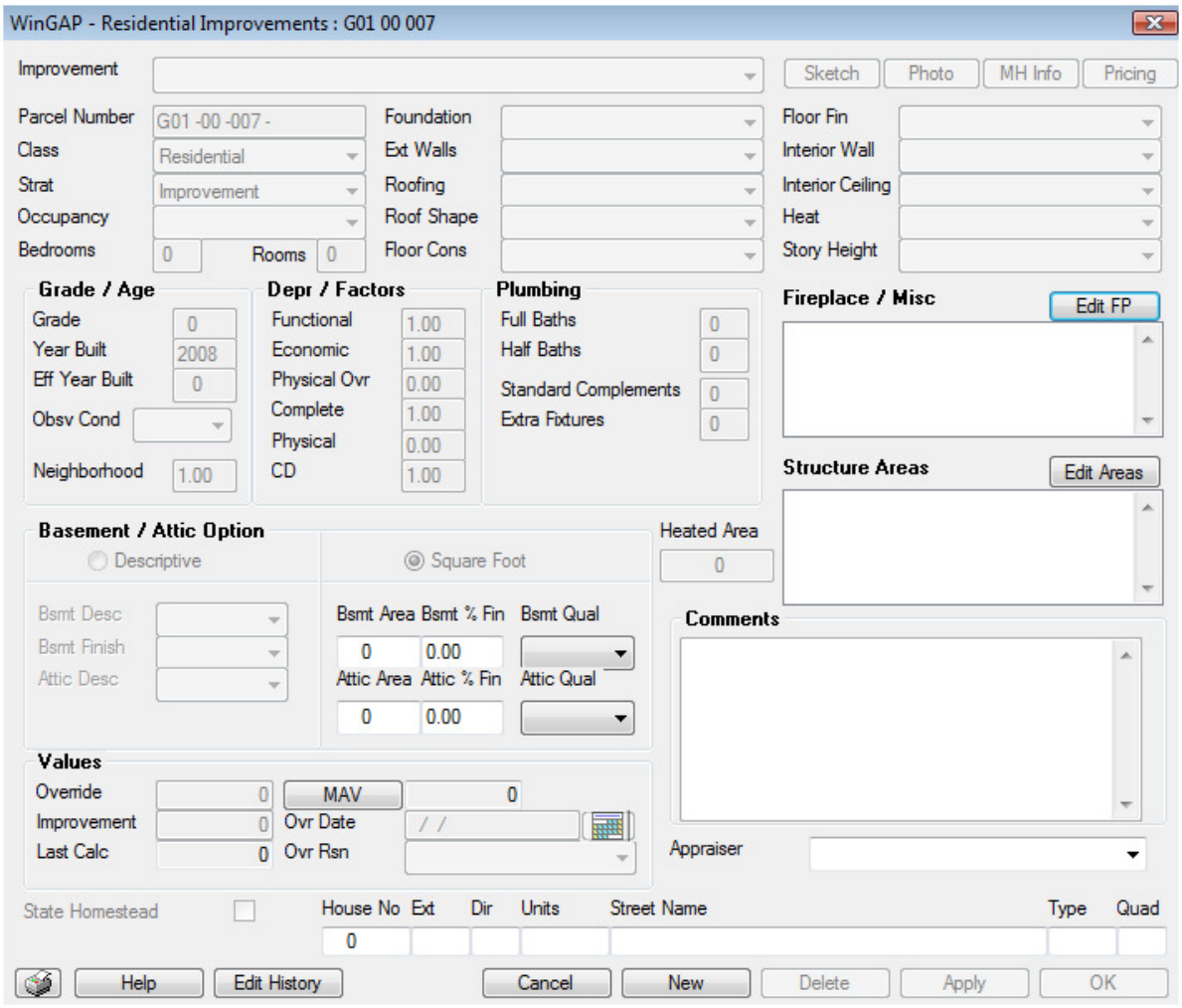


If one or more Improvements exist on the Parcel, the **Res Imp** button on the Real Property General Information Form will have a number on it in parentheses, such as (1) in the example above, and clicking this button takes the user to the first Residential Improvement on the Parcel, as seen on the top of the next page. There is no limit to the number of Residential Improvements that a Parcel can have.



If no Residential Improvements exist on the Parcel, no number will display in parentheses on the **Res Imp** button, as seen below. Clicking on the Res Imp button takes the user to a "grayed out" Residential Improvements Form, shown on the top of the next page, where the New button must be clicked to add the first Residential Improvement to the Parcel.





Residential Improvements and Working with the Moratorium Appraised Value (MAV)

Updates to MAV function under the same principles as those for land and other improvements

- Certain property characteristics are regarded as inflationary value contributors
- Other characteristics are non-inflationary contributors to value

Non-inflationary

Occupancy, Foundation
Exterior walls, Roofing, Roof Shape
Floor Construction, Floor Finish, Interior Wall
Interior Ceiling, Heat
Percent Complete
Fireplace / Miscellaneous
Basement / Attic
Structure Areas (Sketching)

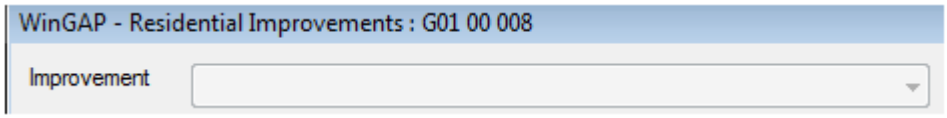
Inflationary

Grade
Year / Effective Year Built
Observed Condition
Functional
Economic
Phys Dep Ovr
CD

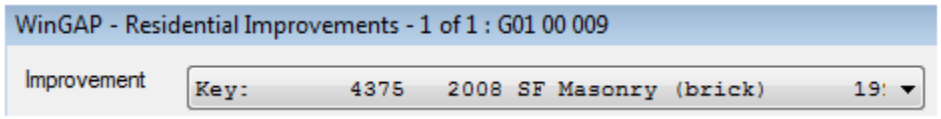
NOTE: A more comprehensive discussion of how WinGAP handles Residential Improvements and the Moratorium Appraised Value can be found in the section in the Appendix entitled **WinGAP HB 233 Changes and Procedures**.

A discussion of all Residential Improvement fields follows. The field sequence is the same as when adding a **NEW** Residential Improvement record.

Improvement Number field



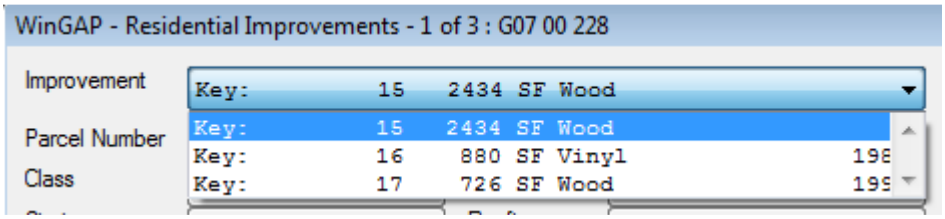
- **Improvement**: When no Improvements exist on the Parcel, this field is blank, as shown above. When editing Residential Improvements, the field will display important identifying information about the first Improvement on the Parcel, as shown below.



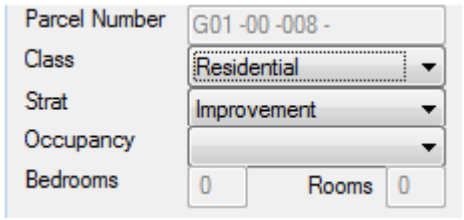
From left to right, these are:

WinGAP assigned Residential Improvement Key (called the Reprop Key)
Improvement Square Footage
Exterior Wall type
Year Built

If there is more than one Improvement on the Parcel, the user can click on the Improvement combo box to directly access any of the other Improvements without leaving this Form, as seen below. This field cannot be directly edited by the user.



Beneath the Improvement Number field are the Parcel Number and several other important fields.



- **Parcel Number**: The Parcel Number for the Parcel is displayed in this field. It cannot be edited by the user.

The actual keying of Residential Improvement data begins with the Class combo box field, as seen on the next page.

- **Class**: The Digest Class for the improvement, such as Residential. The Class field for a new Residential Improvement will default to "A" if the Land Digest Class is "A", "V", "P" or "W"; it will default to "R" if the Land Digest Class is "R"; it will default to "C" if the Land Digest Class is "C"; it will default to "I" if the Land Digest Class is "I"; and it will default to "E" if the Land Digest Class is "E". The user can change from the default Class, if necessary, and select from the 12 possible Class choices by

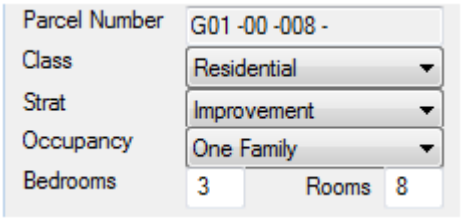
    - keying the first letter of the Class, or
    - clicking on the combo box to select the Class, or
    - pressing the Down Arrow to select the Class.

- **Strat**: The Digest Stratification for the Improvement, such as Improvement. The Strat field for a new Residential Improvement will default to 1, unless the Land Digest Class is "E", in which case the Strat will default to the Land Digest Strat. As in Class, the user can change from the default Strat, if necessary, and select from the 5 possible Strat choices by

    - keying the first letter of the Strat, or
    - clicking on the combo box to select the Strat, or
    - pressing the Down Arrow to select the Strat.

- **Occupancy**: Occupancy refers to the use of the Improvement structure or the type of structure as it relates to the tenants. A special Occupancy of Mobile Homes is included to assist in identifying this type of structure. If Mobile Homes is selected as the Occupancy type, the user MUST click on the **MH Info Button** on the upper right of the Form and add Mfg Housing data to generate the value of the improvement. As much of the data on the Residential Improvement form as desired may be added but the MH Info button can be clicked immediately after defining the Occupancy as Mobile Home. The MH Info Button will not be enabled unless Mobile Homes is selected as the Occupancy type.

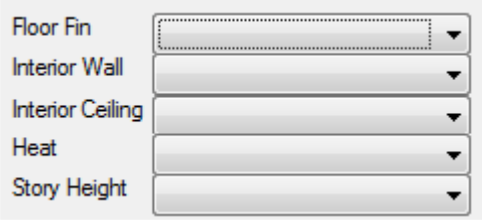
NOTE: Until an Occupancy is selected, all of the remaining fields on the Residential Improvement Form are disabled.



- **Bedrooms**: Data entry for Bedrooms is optional, but if used, the number of bedrooms in the structure is keyed here.
- **Rooms**: Data entry for Rooms is optional, but if used, the number of Rooms in the structure is keyed here.

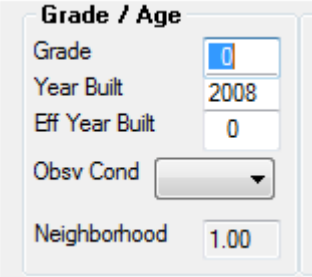
- **Foundation**: Foundation refers to the supporting Foundation of the structure, such as Masonry. As in other combo box fields, the user can select from the possible Foundation choices by either keying the first letter of the Foundation, such as "M" in Masonry; click on the combo box to select the Foundation; or press the Down Arrow to select the Foundation. There is no limit to the number of Foundation types that can be set up in **Tools >> Schedules / Tables >> Residential Improvements >> Foundation**.
- **Ext Walls**: Ext Walls refers to the type of Exterior Wall of the structure, such as Masonry. Exterior Wall type cost multipliers, or factors, are normally used in calculating the value of the Improvement. There is no limit to the number of Exterior Wall types that can be set up in **Tools >> Schedules / Tables >> Residential Improvements >> Exterior Walls**.

- **Roofing**: The type of Roofing, such as Metal, is selected in this field. There is no limit to the number of Roofing types that can be set up in **Tools >> Schedules / Tables >> Residential Improvements >> Roofing**.
- **Roof Shape**: The Roof Shape, such as Gable, is selected in this field. There is no limit to the number of Roof Shape types that can be set up in **Tools >> Schedules / Tables >> Residential Improvements >> Roof Shape**.
- **Floor Cons**: The type of Floor Construction, such as Wood Joist, is selected in this field. There is no limit to the number of Floor Construction types that can be set up in **Tools >> Schedules / Tables >> Residential Improvements >> Floor Construction**.



- **Floor Fin**: The type of Floor Finish, such as Carpet, is selected in this field. If a structure has several combinations of Floor Finish, and the combinations are not listed, they should either be added to the Floor Finish schedule or the Item chosen should be based on the predominant type of Floor Finish. There is no limit to the number of Floor Finish types that can be set up in **Tools >> Schedules / Tables >> Residential Improvements >> Floor Finish**.
- **Interior Wall**: The type of Interior Wall, such as Sheetrock, is selected in this field. There is no limit to the number of Interior Wall types that can be set up in **Tools >> Schedules / Tables >> Residential Improvements >> Interior Walls**.
- **Interior Ceiling**: The type of Interior Ceiling, such as Sheetrock, is selected in this field. There is no limit to the number of Interior Ceiling types that can be set up in **Tools >> Schedules / Tables >> Residential Improvements >> Interior Ceiling**.
- **Heat**: Refers to the type of Heat used in the Improvement. Heat type cost multipliers, or factors, are used in calculating the value of the Improvement. There is no limit to the number of Heat types that can be set up in **Tools >> Schedules / Tables >> Residential Improvements >> Heat**.
- **Story Height**: Refers to the Story Height of the Improvement. The Story Height items found in this combo box are for descriptive purposes only and are not used in calculating the value of the Improvement. There is no limit to the number of Story Heights that can be set up in **Tools >> Schedules / Tables >> Residential Improvements >> Story Height**.

Grade / Age section



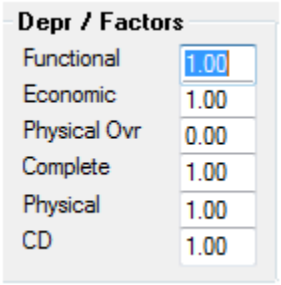
- **Grade**: The first of the fields in the Grade / Age section of the Form is the Grade. The Grade is a numerical assignment representing the quality of the Improvement. The appraiser is responsible for assigning the Grade, and the range can be from 1 to 999. No decimal is used in data entry. The Grade is used in calculating the Adjusted Points and Physical Depreciation Factor of the Improvement.
- **Year Built**: The Year Built represents the actual year the Improvement was constructed. The Year Built is used in calculating the Physical Depreciation Factor and determining the Fair Market Value for the Improvement. The field will default to the Digest Year (Appraisal Year) minus one.
- **Eff Year Built**: The Effective Year Built is used only when the condition of the Improvement reflects something different than should be present based on the original year of construction. The Eff Year Built field

can be used to effectively increase or decrease the age of an Improvement. It is not the year the structure was remodeled. When present, the Effective Year Built is used in calculating the Physical Depreciation Factor and determining the Fair Market Value for the Improvement.

- **Obsv Cond**: The Observed Condition represents the appraiser's judgment call in determining the condition of the Improvement. The Observed Condition is used in calculating the Physical Depreciation Factor for the Improvement. As in other combo box fields, the user can select from the available Observed Condition choices by either keying the first letter of the Condition, such as "A" in Average; click on the combo box; or press the Down Arrow to select the Observed Condition. No additional Observed Conditions may be added to the selection list.
- **Neighborhood**: Directly beneath the Observed Condition field is the Neighborhood Factor. It is used in the calculation of the Fair Market Value of the Residential Improvement. The Neighborhood Factor that displays in this field is determined by two items: 1) the Neighborhood for the Parcel, as selected on the Real Property General Information Form; and 2) the Factor for the Residential Improvement for this particular Neighborhood, as defined in the Neighborhood Schedule (**Tools >> Schedules / Tables >> Neighborhoods**). If no Neighborhood is defined, a 1.00 will display as the Factor. As discussed on the Real Property General Information Form and in **Tools >> Schedules / Tables >> Neighborhoods**, factors can be applied against Residential Improvements, Urban Land, Rural Land, Commercial Improvements, and Accessory Buildings. The value represents percent good and is multiplicative.

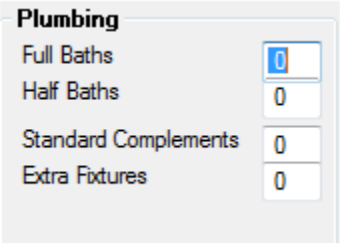
Example: if the Neighborhood Factor for Residential Improvements for this Parcel's Neighborhood is 1.10, the replacement cost new less depreciation is adjusted by a factor of 1.10. The Neighborhood Factor can range from .01 to 9.99.

Depr / Factors section



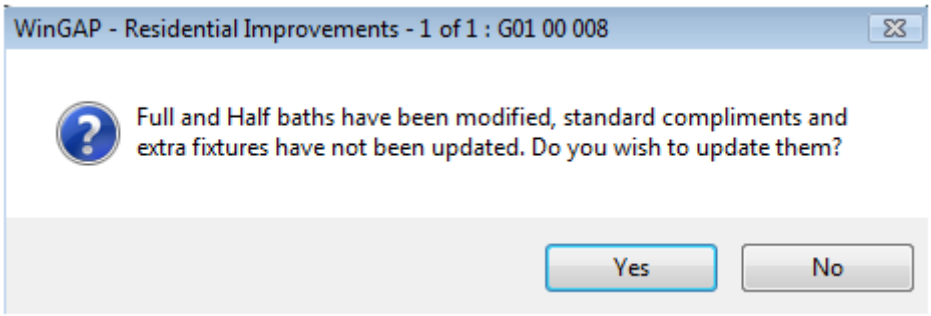
- **Functional**: The first of the fields in the Depr / Factors section of the Form is Functional Depreciation. Functional Depreciation is a numerical assignment representing the appraiser's judgment of the % good with regards to functional obsolescence. For example, an Improvement determined by the appraiser to have functionally depreciated by 20% would be 80% good, and .80 would be keyed in the Functional Depreciation field. The range can be from .01 to 9.99. The default is 1.00. There must be an entry in the Functional Depreciation field. An entry of 0.00 will result in a FMV of zero.
- **Economic**: Economic Depreciation is a numerical assignment representing the appraiser's judgment of how the economic area that the Improvement is located in has affected the value of the Improvement. The range can be from .01 to 9.99. The default is 1.00. There must be an entry in the Economic Depreciation field. An entry of 0.00 will result in a FMV of zero.
- **Physical Ovr**: The Physical Ovr field is used to override the calculated Physical Depreciation performed by WinGAP. The field defaults to 0.00 (zero) and should remain at this value unless the appraiser wishes to apply a set Physical Depreciation for the Improvement.
- **Complete**: The Complete field represents the % completed status of the improvement. If construction on the Improvement is finished, it is 100% complete. If is not 100% completed, the value keyed in this field is the appraiser's determination of how complete the Improvement's structure is. An entry of 0.00 will result in a FMV of zero; an entry greater than 1.00 will be converted to 1.00.
- **Physical**: The WinGAP calculated Physical Depreciation displays in this field. It is based upon the Grade, the Year Built (or Effective Year Built), and the Observed Condition of the Improvement. The Physical depreciation will display even if there is an entry in the Physical Ovr field. This field is not accessible to the user.
- **CD**: The CD, or Cost and Design factor, is an appraiser determined factor appropriate for the Cost and Design of the Residential Improvement. An entry of 0.00 will result in a FMV of zero.

Plumbing section



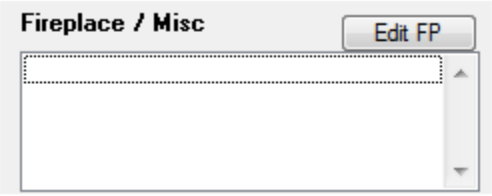
- **Full Baths**: The number of Full Baths in the Improvement can either be keyed in this field, or WinGAP will calculate the value based upon data entry in the Standard Complement and Extra Fixtures fields (see next page). The user can override the WinGAP calculated values if desired. A Full Bath has a sink, toilet, and bathtub or shower. This value in this field is descriptive and is not used in calculating the value of the Improvement.
- **Half Baths**: The number of Half Baths in the Improvement can either be keyed in this field, or WinGAP will calculate the value based upon data entry in the Standard Complement and Extra Fixtures fields (see next page). The user can override the WinGAP calculated values if desired. A Half Bath has a sink and toilet. The value in this field is descriptive and is not used in calculating the value of the Improvement.
- **Standard Complement**: When plumbing is present in the Improvement, one or both of the Standard Complement and Extra Fixtures fields should have an entry. One Standard Complement consists of one 3-fixture bath and three kitchen fixtures (sink, hot water heater, and laundry hookup). Most Residential Improvements will have one Standard Complement. Duplexes may have two Standard Complements. Multi-family Residential Improvements may have several Standard Complements. The number of Standard Complements is used in calculating the Total Points for the Improvement. WinGAP will attempt to calculate the values of the Standard Complements and Extra Fixtures based on the entries in Full Baths and Half Baths. If the calculation produces errant results, the user can modify the numbers accordingly.
- **Extra Fixtures**: All plumbing fixtures above a Standard Complement are counted individually and keyed in the Extra Fixtures field. For example, an Improvement with a second Full Bath would have three Extra Fixtures along with the one Standard Complement. The number of Extra Fixtures is used in calculating the Total Points for the Improvement.

NOTE: If the user changes the number of full or half baths but does not change the number of Standard Complements or Extra Features to match this change, and then clicks Apply or OK, WinGAP will produce a message informing the user of this:

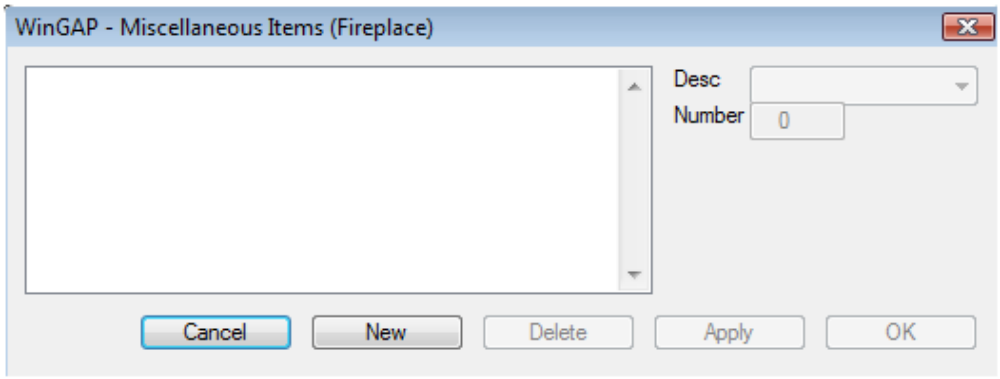


If the user responds with "Yes", WinGAP will update the number of Standard Complements or Extra Features, depending upon the change. If the updated numbers are not correct, the user may change them as needed.

Fireplace / Misc section



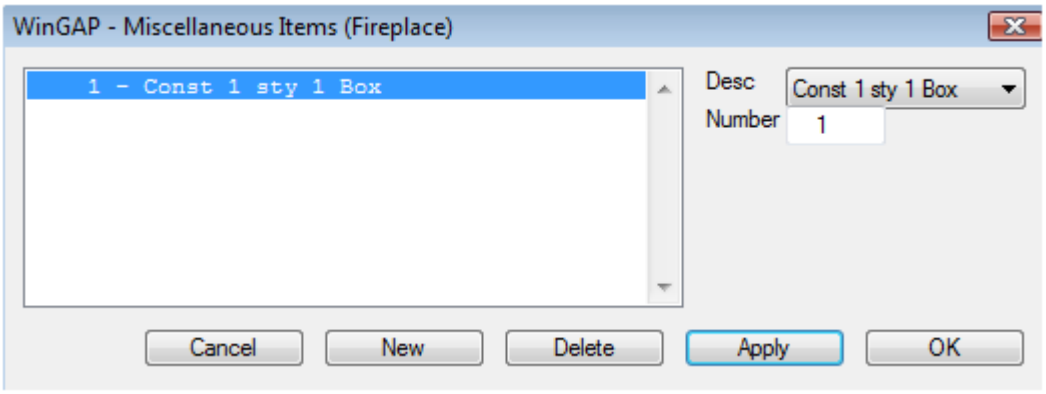
From the Extra Fixtures field the user is taken to the Fireplace / Misc section of the Form. Fireplaces and any other Miscellaneous items, such as Hot Tubs, Spas, etc., that are calculated by the Lump Sum method are entered here. The process begins with the user clicking the **Edit FP** Button, and the **Fireplaces Form** will appear, as seen below.



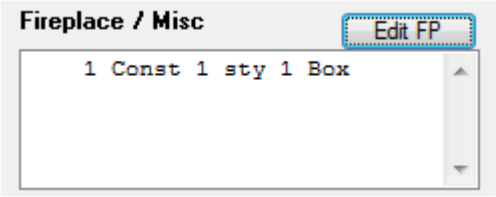
The user should click the **New** Button to add a Fireplace / Misc Item. A discussion of the fields on the Fireplaces Form follows.

- **Desc**: The Description of the Item to be added. As in other combo box fields in WinGAP, the user can select from the possible Fireplace / Misc choices by either keying the first letter of the Description, such as "1" in "1 Sty Prefab"; click on the combo box; or press the Down Arrow to select the Description. There is no limit to the number of Fireplace / Misc types that can be set up in **Tools >> Schedules / Tables >> Residential Improvements >> Fireplaces**.
- **Number**: The number of the selected Fireplace / Misc items.

After keying an entry in the Number field, the user should click the Apply Button at the bottom of the Fireplaces Form, and the Fireplace/ Misc item will appear in the Form list box, as seen below.

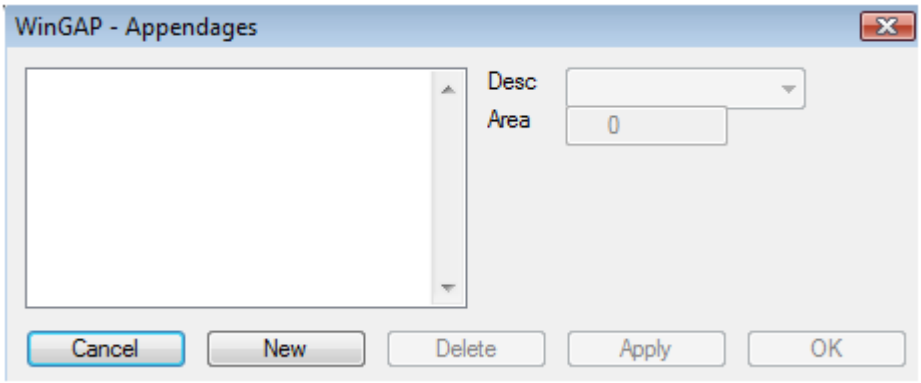


More Fireplace / Misc items can be added, or the user can click the **OK** Button to exit this Form and return to the Residential Improvements Form. The Fireplace / Misc item (s) will now display in the Fireplace / Misc section of the Residential Improvements Form, as seen on the next page.



Structure Areas section

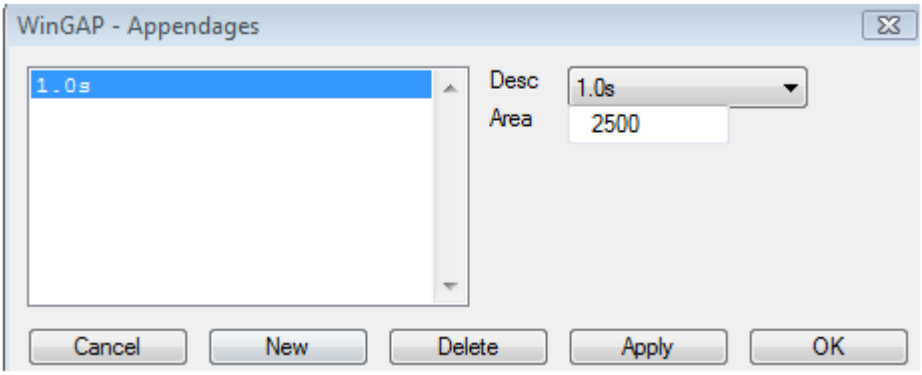
From the Fireplace / Misc section of the Form the user is taken to the Structure Areas section of the Form. If the structural areas of the Improvement are to be sketched, no entries are necessary in this part of the Form. However, if sketches are to be drawn at a later date or not at all, at least one structural area of the improvement that will produce heated square feet must be entered in this part of the form in order for WinGAP to perform the value calculations and save the data entered on the Residential Improvements Form. The manual process of adding Structure Areas begins with the user clicking the **Edit Areas** Button, and the **Appendages Form** will appear, below.



The user should click the **New** Button to add an Area Item. A discussion of the fields on the Appendages Form follows.

- **Desc**: The Description of the Item to be added. As in other combo box fields, the user can select from the possible Area choices (also called Improvement Labels) by either keying the first letter of the Description, such as "1" in "1 Story"; click on the combo box; or press the Down Arrow to select the Description. There is no limit to the number of Area types that can be set up in **Tools >> Schedules / Tables >> Residential Improvements >> Improvement Labels.**
- **Area**: The square footage of the selected Structure Area item.

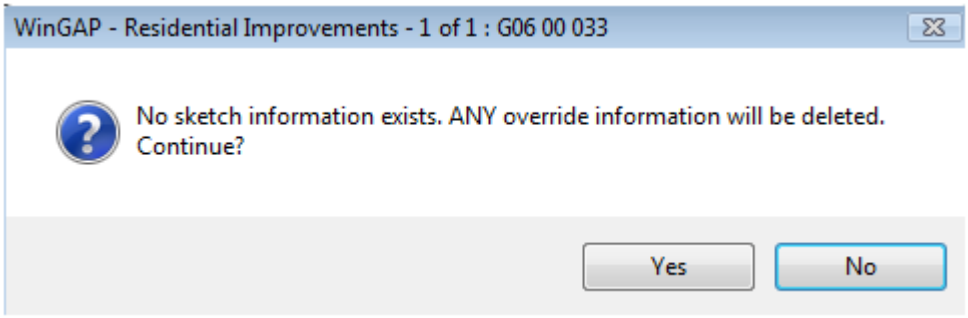
After keying an entry in the Area field, the user should click the Apply Button at the bottom of the Areas Form, and the Structure Area item will appear in the Form list box, as seen on the next page.



More Structure Area items can be added, or the user can click the **OK** Button to exit this Form and return to the Residential Improvements Form. The Structure Area item(s) will now display in the Structure Areas section of the Form, and any Heated Area will display in the field directly to the left of the Structure Areas list box, as seen below.

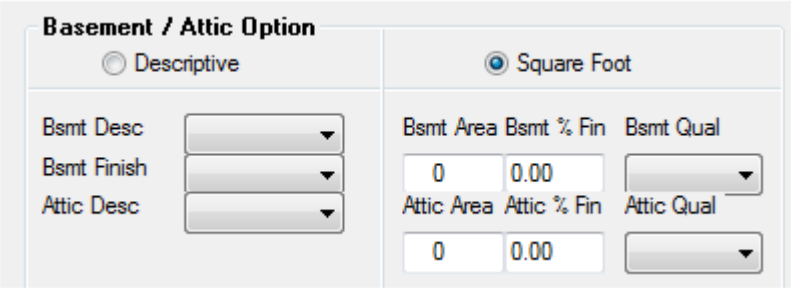
Note: The **Edit Areas** Button can also be used to change existing labels without entering the sketch. New Labels cannot be added if any portion of the improvement has been sketched, and areas of existing labels cannot be changed. Labels can be deleted, however.

Important: Any improvement areas manually entered in the Structure Areas section, in lieu of sketching, will be deleted if the user later clicks the No Sketch Button and proceeds to draw sketches for the improvement areas. The user will receive the message on the next page immediately after clicking the No Sketch button.



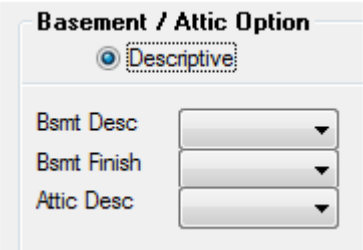
A “Yes” reply will take the user into the Sketching Module where the sketches can be drawn; a “No” reply will keep the user on the Residential Improvement Form and the manually entered Improvement Areas will not be deleted.

Basement / Attic Option section



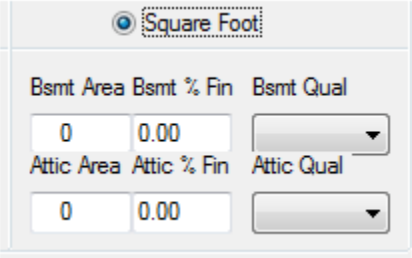
From the Structure Areas section of the Residential Improvements Form the user is taken to the Basement / Attic Option section of the Form, where two options for entering Basement and Attic information are provided. The Square Foot option is the default. If a Residential Improvement does not have a basement or attic, the Bsmt / Attic Area and % Fin fields should remain at zero. If the Residential Improvement has a Basement and Attic, the choice of which method to use, Descriptive or Square Foot, is up to the appraiser, although it is recommended that the Square Foot option be used. The Square Foot method provides for more detailed entry for Basement and Attic area, finish, and quality. The type of method can be changed by clicking the appropriate Radio Button for either type. The fields under the Descriptive method will be discussed first, followed by the Square Foot method.

Descriptive Method



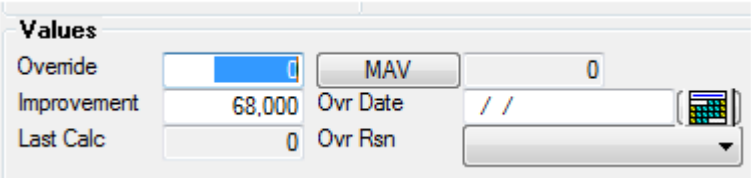
- **Bsmt Desc**: The Description of the coverage of the Basement, such as None, Full, etc., is selected in this field. As in other combo box fields, the user can select from the available choices by either keying the first letter of the Description, such as "N" in "None"; click on the combo box; or press the Down Arrow to select the Description. There is no limit to the number of Basement coverage types that can be set up in **Tools >> Schedules / Tables >> Residential Improvements >> Basement Coverage**.
- **Bsmt Finish**: The amount of Finish for the Basement, such as None, Unfinished, etc, is selected in this field. As in other combo box fields, the user can select from the available choices by either keying the first letter of the Description, such as "N" in "None"; click on the combo box; or press the Down Arrow to select the Basement Finish. There is no limit to the number of Basement Finish types that can be set up in **Tools >> Schedules / Tables >>Residential Improvements >> Basement Finish**.
- **Attic**: The Description of the type of Attic, such as No Attic, Finished, etc., is selected in this field. As in other combo box fields, the user can select from the available choices by either keying the first letter of the Attic type, such as "N" in "No Attic"; click on the combo box; or press the Down Arrow to select the Attic type. There is no limit to the number of Attic types that can be set up in **Tools >> Schedules / Tables >> Residential Improvements >> Attic Type**.

Square Foot Method



- **Bsmt Area**: The first of the Square Foot method fields is where the Basement Area is keyed. The range is from 1 to 99999 square feet, without decimals.
- **Bsmt % Fin**: The amount of Finish for the Basement is keyed here. The range is from 0.00 to 9.99. A Basement that is fully finished should have a value of 1.00 entered. If there is no finish, the value should be zero.
- **Bsmt Qual**: The Quality or condition of the Basement, such as Poor, Average, etc., is selected in this field. As in other combo box fields, the user can select from the available choices by either keying the first letter of the Basement Quality type, such as "A" in "Average"; click on the combo box; or press the Down Arrow to select the Quality type. There is no limit to the number of Basement Quality types that can be set up in **Tools >> Schedules / Tables >> Residential Improvements >> Basement Quality**.
- **Attic Area**: The square footage of the Attic is keyed in this field. The range is from 1 to 99999 square feet, without decimals.
- **Attic % Fin**: The amount of Finish for the Attic is keyed here. The range is from 0.00 to 9.99. An Attic that is fully finished should have a value of 1.00 entered. If there is no finish, the value should be zero.
- **Attic Qual**: The Quality or condition of the Attic, such as Poor, Average, etc., is selected in this field. As in other combo box fields, the user can select from the available choices by either keying the first letter of the Attic Quality type, such as "A" in "Average"; click on the combo box; or press the Down Arrow to select the Quality type. There is no limit to the number of Attic Quality types that can be set up in **Tools >> Schedules / Tables >> Residential Improvements >> Attic Quality**.

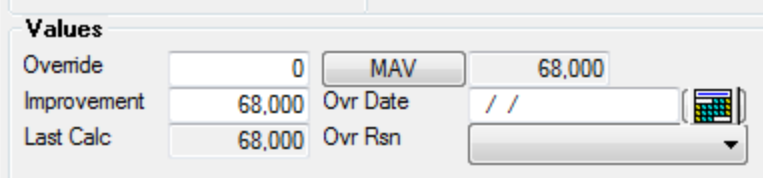
Values section



From the Basement / Attic Section of the Form the user is taken to the Values section. A discussion of the fields in this section follows.

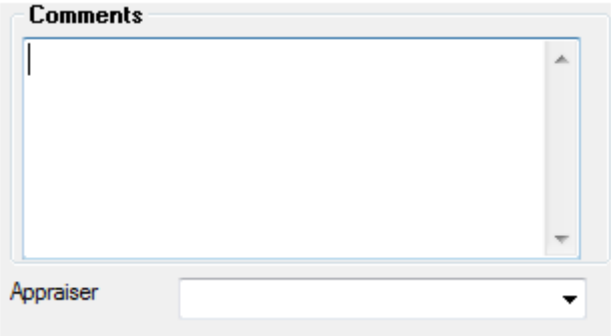
- **Override**: The Override Value represents an assigned value for the Residential Improvement. An entry in this field overrides all Residential Improvement calculations.
- **MAV**: The MAV field holds the WinGAP generated Moratorium Appraised Value for the Residential Improvement. The MAV value will appear in the field after the Apply button is clicked. Should this value need to be changed by the user, the MAV Button should be clicked to manually edit this value. The following should be noted when entering a value in this field:
    - Values keyed via the MAV Buttons are not monitored
    - Keyed MAV values are permanent only for that screen session
    - Any future changes to the property could modify MAV
- **Override Date**: If an Override Value is entered, the Date of the Override entry is keyed in this field. The calendar to the right of the field can also be used to insert the date or the user can right click in the field and select Today to insert the current date.

- **Override Reason**: If an Override Value is entered, a reason for the Override must also be selected. As in other combo box fields, the user can select from the available Override Reason choices by either keying the first letter of the reason; click on the combo box; or press the Down Arrow to select the reason type. There is no limit to the number of Override Reasons that can be set up in **Tools >> Schedules / Tables >> Override Reasons**.
- **Improvement**: The Improvement field in the Values section displays the calculated Fair Market Value of the improvement. This field is not accessible to the user.
- **Last Calc**: If a change is made to any of the Residential Improvement information that affects the Improvement Value, the Last Calc field will display the previous calculated Improvement Value, and the Improvement field will display the new calculated value, as seen below. However, once the Apply Button is clicked and the user remains on the Residential Improvements Form, or clicks the OK Button and leaves the Form, the new Improvement value will display in both the Last Calc and Improvement fields on the Residential Improvements Form.



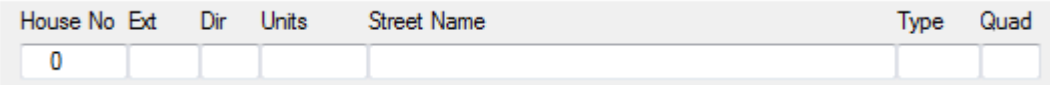
- **State Homestead**: If the Residential Improvement qualifies for the State Homestead Exemption, a checkmark should be placed in the this checkbox. The checkbox will not be enabled unless the Homestead Code assigned to this parcel has been designated as a State Homestead. The value of all Residential Improvements on the parcel designated for the State Homestead will be summed and placed in the field in Realprop called statehsval. If the parcel is less than or equal to 10 acres, the value of the land will be added to the homestead improvement total and placed in the statehsval field. If the parcel is greater than 10 acres, a per acre value will be obtained (land value divided by total acres) and multiplied by 10 to obtain the land value eligible for the new State Homestead. The flags and values will be passed to the digest vendors for processing the exemption. Procedures are in place to remove flags and value when the homestead is changed to a code that is not designated as a 65 and Older State Homestead Code.

Comments / Appraiser section



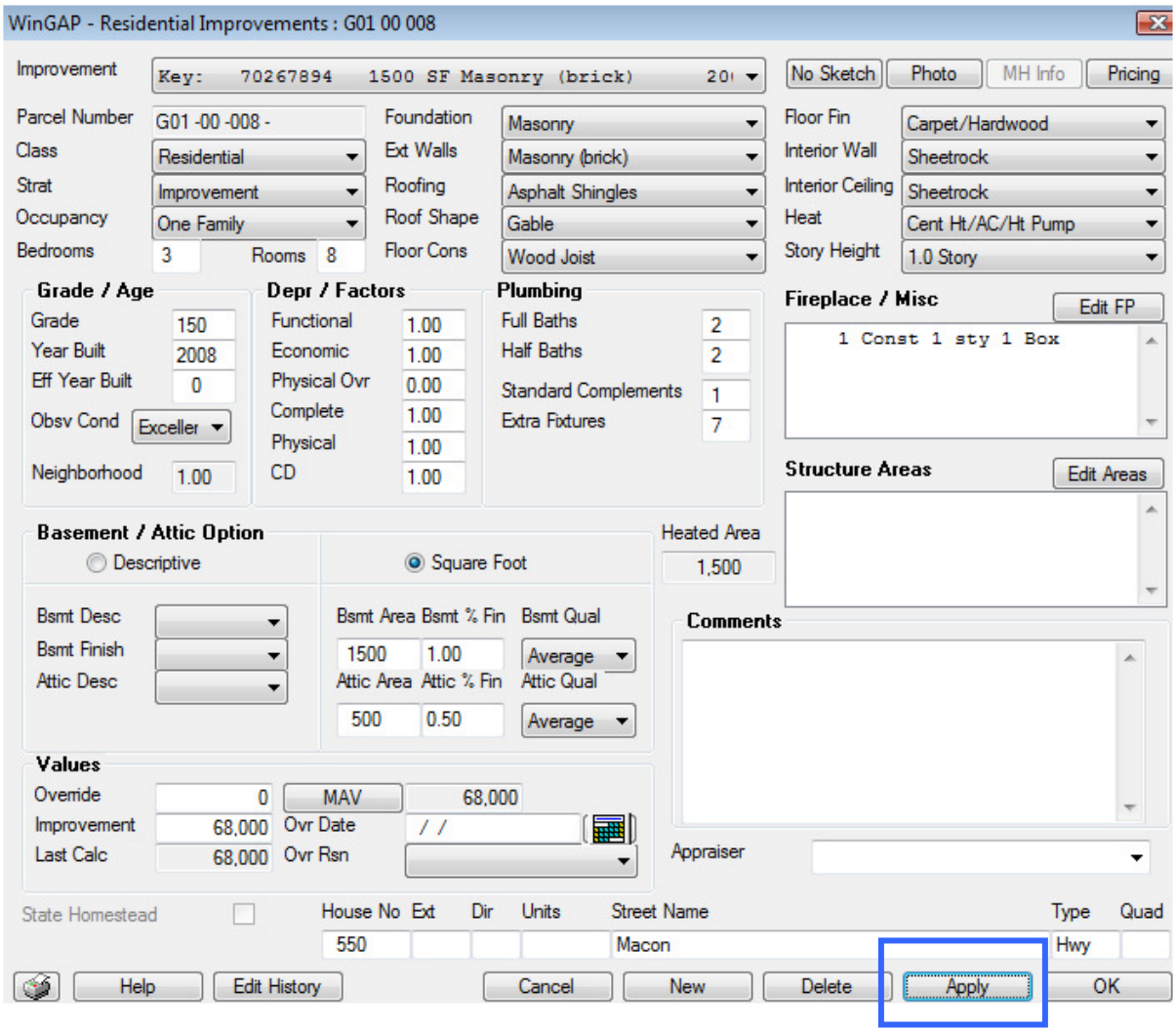
From the Basement / Attic Option section of the Form the user is taken to the Comments field, where unlimited comments about the Residential Improvement can be entered. From the Comments field the user is taken to the Appraiser field, where the Residential Improvement field appraiser can be selected form the Appraiser combo box, or the Appraiser's name can be keyed into the combo box field.

House No, Ext, Dir, Units, Street Name, Type, Quad section



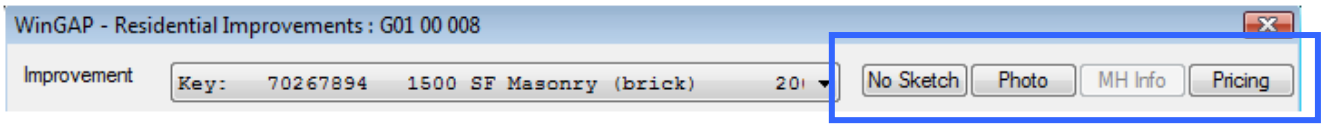
- **House No**: The House No field is where the House Number of the Residential Improvement is keyed.
- **Ext**: If the street address contains an extension such as A, 1/2, etc., it should be keyed here.
- **Dir**: The direction (North, Southeast, etc.) of the street.
- **Units**: The Unit Number of the property, sometimes used by Apartments and Condominiums. Examples would be Unit 5, Apartment A, etc.
- **Street Name**: The name of the Street or Road where the Residential Improvement is located. 25 characters of information can be keyed into the field.
- **Type**: The Type of Street, such as Road, Drive, Hwy, Lane, etc., is keyed here.
- **Quad**: The post-direction used in addressing, such as 4888 Peachtree St. NW. The NW is the post-direction.

After all Residential Improvement data is keyed, the user should click the Apply Button, lower right, (or use the hot key Alt+A) to save the Residential Improvement record, as seen below.



Residential Improvements Form Access Buttons

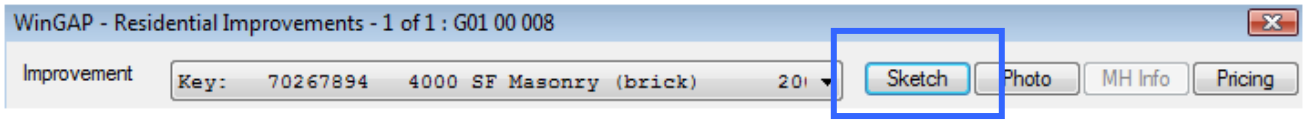
A discussion of each of the four Buttons in this grouping follows.



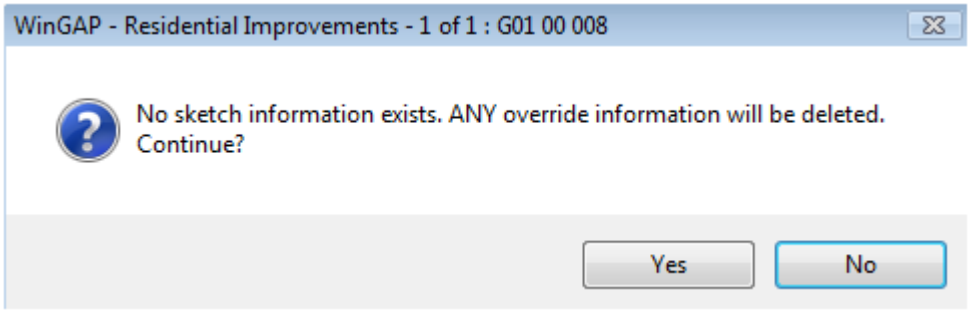
No Sketch / Sketch Button

The **No Sketch** / **Sketch** Button, the left hand button on the image above, takes the user to the WinGAP Sketching Module, where heated areas, appendages, and site improvements can be sketched and labeled. Sketching and labeling procedures are covered in the Sketching Module section of this manual, immediately following this section.

If structure areas are keyed by using the Structure Areas button, the Sketch / No Sketch button will read No Sketch. Once the Sketching Module has been used to draw sketches, and sketch data exists for the Residential Improvement, the No Sketch / Sketch button will read Sketch, as seen below.



Note: If structure areas are keyed by using the Structure Areas button, and the user clicks the No Sketch button to draw sketches, the user will be informed that the manually entered Structure Areas will be deleted:



If the user clicks “Yes” the manually entered areas will be deleted and the user will proceed to the Sketching Module. A “No” response will preserve the manually entered areas and keep the user on the Residential Improvements Form.

Photo Button

Digital photos of this Residential Improvement can be attached by right-clicking on the Photo Button. These procedures are discussed in the WinGAP Photo Module section of this manual.

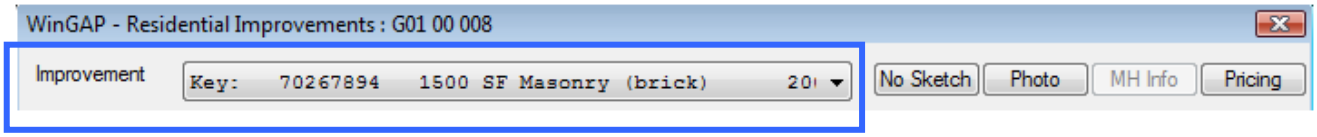
MH Info Button

The MH Info Button takes the user to the Non-Prebilled Mobile Home Form, where detailed information about the Mobile Home, such as year built, manufacturer, model, size, etc. can be entered. The MH Info Button will be accessible only if Mobile Home is selected as the Occupancy of the Residential Improvement. The procedures for entering Non-Prebilled Mobile Home information are covered in the Non-Prebilled Mobile Homes section of this manual.

Pricing Button

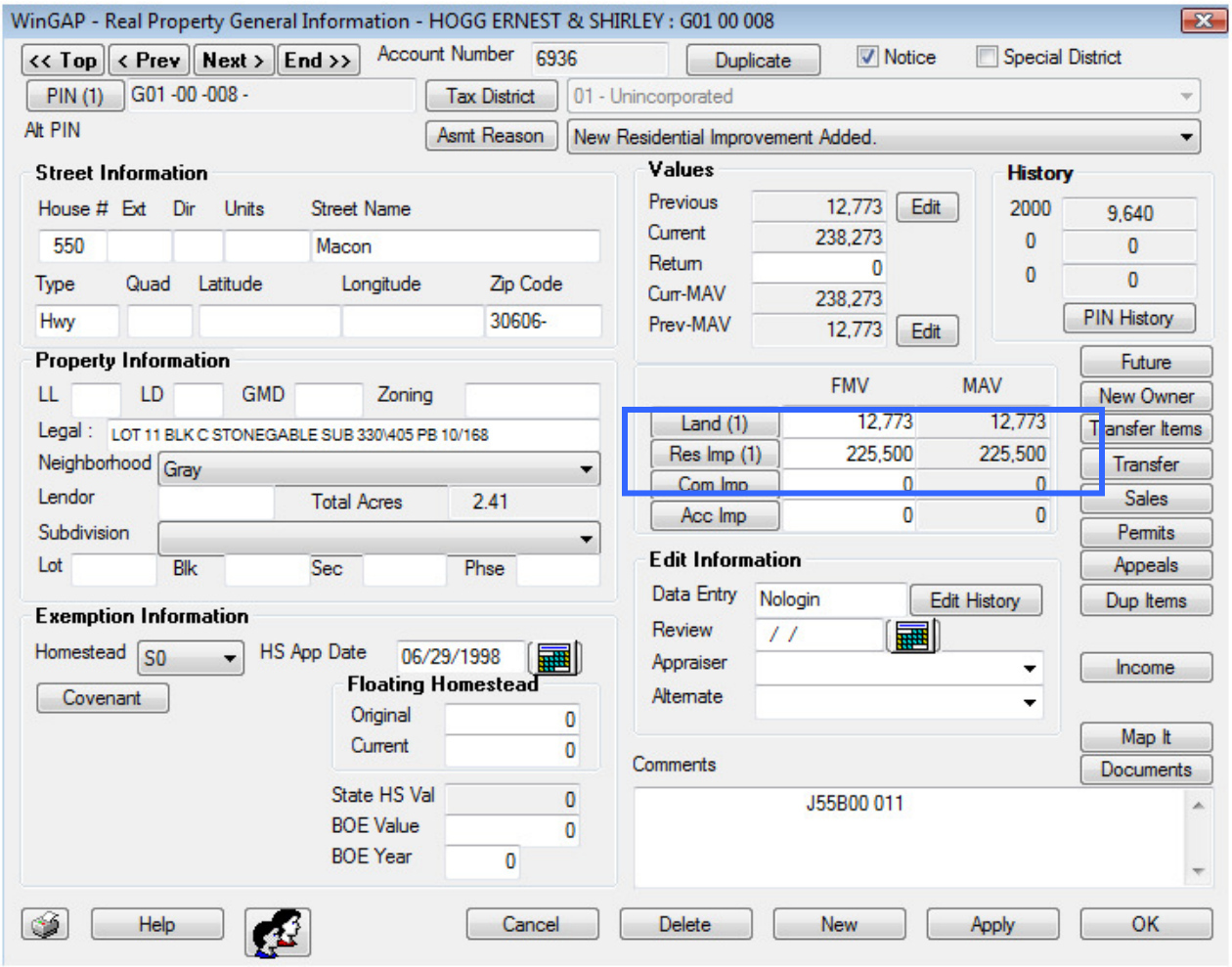
Detailed information about points and value calculations for the Residential Improvement can be accessed by clicking on the Pricing Button. A detailed explanation of how these points and values were calculated is covered in the Residential Improvements Calculation Summary section of this manual.

After the Apply Button is clicked, WinGAP also assigns a Residential Improvement Number to this record, in this case 70267894, and also displays, from left to right, the Square Footage (in this example, a 1500 Square Foot Finished Basement, as no sketch has been drawn at this point), the type of Exterior Wall, and the Year Built, as shown below.



Exiting the Residential Improvements Form

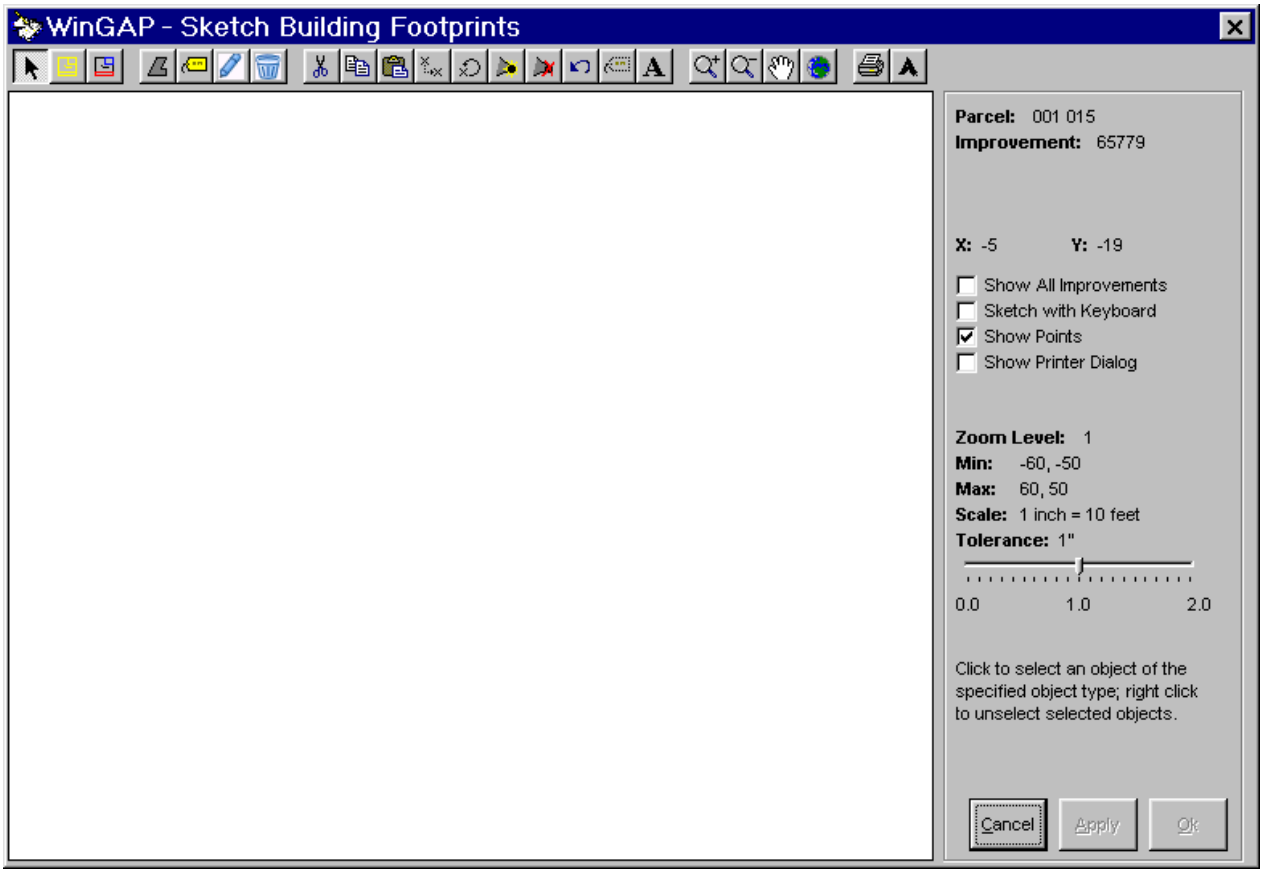
When Residential Improvement data entry is completed, the user leaves the Form by clicking the OK Button, returning to the Real Property General Information Form, as seen below. Both the Fair Market Value (FMV) and Moratorium Adjusted Value (MAV) for the Residential Improvement(s) will now display in their respective fields. The Res Imp Button to the left of the value fields can be clicked to return to the Residential Improvement Form if further changes are needed.



Sketching Module

The WinGAP Sketching Module is a separate program within WinGAP that allows the County to add, edit, or delete drawings, or **Sketches**, of Residential and Commercial Improvements, and Manufactured Housing. The user can also create **Labels** with which to Label Sketches or other areas on the screen, such as Site Improvements (wells or outbuildings), and place them on the Sketch screen.

The Sketching Module is reached from the **Residential, Commercial Improvements, or Prebilled or Non-Prebilled Mobile Homes Form** by clicking on the **Sketch/No Sketch** Button on the upper right of any of these Forms. The Sketch Building Footprints screen, hereafter called the Sketch screen, will appear as seen below.



The Sketch screen is divided into three sections:

1) the **Sketch Information Section**, the right side of the Sketch screen, where important information about both the Sketch screen settings as well as information about the Sketch that is currently being drawn is displayed;

2) the **Toolbar**, at the top of the Sketch screen, where various buttons are found that allow the user to perform sketching operations; and

3) the **Drawing Canvas**, the large white area of the Sketch screen, where the actual sketching is performed.

Each of these sections is discussed on the following pages.

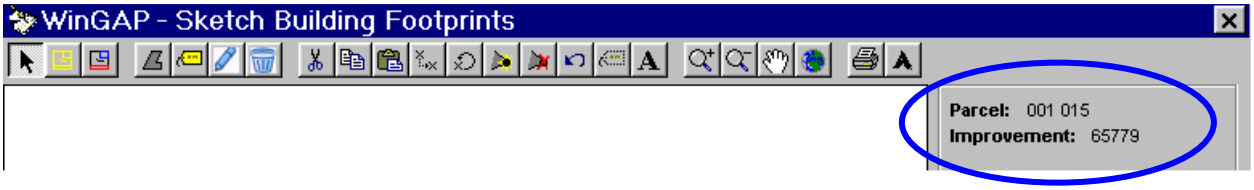
Every sketch, label, and point that is created within the Sketching Module is called an **Object**. A sketch of a Residential or Commercial Improvement is called a **Polygon Object**. A sketch of a Residential Appendage, such as an Open Porch, is also called a Polygon Object. A Commercial Extra Feature, such as a Loading Dock, is called a Polygon Object as well. A Label that is created to identify a Polygon Object is called a **Label Object**. A Point that marks the beginning or end of a line segment is called a **Vertex Object**. Vertex Objects can also be added to a line segment to change the shape of a line if desired. Vertex Objects can also be moved to change the size of a Polygon Object.

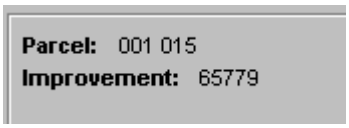
IMPORTANT: For WinGAP to calculate any value for an Improvement, the user must either draw a sketch of some part of the heated area of the Improvement, or add at least one heated area on the Edit Areas section of the Residential Improvement Form (or key in the Area on the Commercial Improvement Form). Unless an Override Value is entered for the Improvement, it is probably best that all parts of an Improvement are sketched, but this is really up to the County Assessors Office.

Sketch Information Section

The right side of the Sketch screen, called the Sketch Information Section, contains important information about the settings of the Sketch Module, and allows the user to change these settings, if desired. The user should always be aware of these settings when drawing a sketch. Information about the sketch that is currently being drawn is also displayed here.

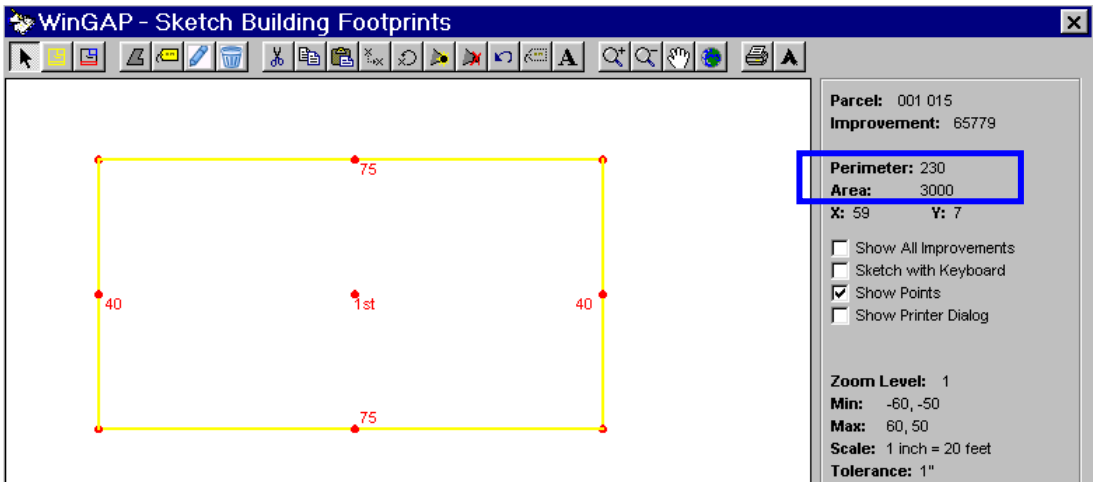
Parcel and Improvement Numbers





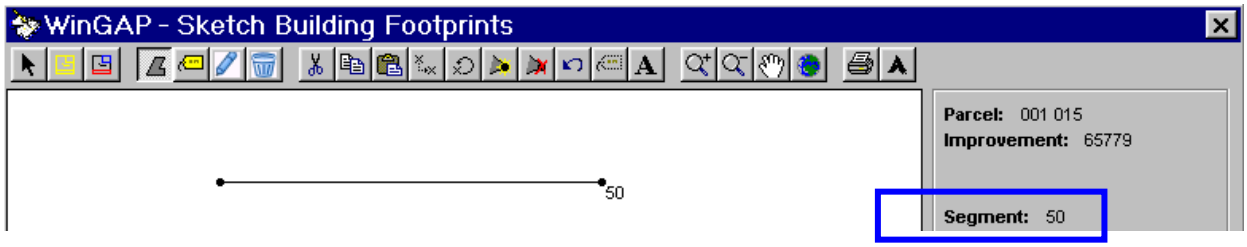
At the very top of the Sketch Information Section, the Parcel Number for the Parcel in use and the Improvement Number for the Improvement that is currently being sketched are displayed.

Perimeter and Area



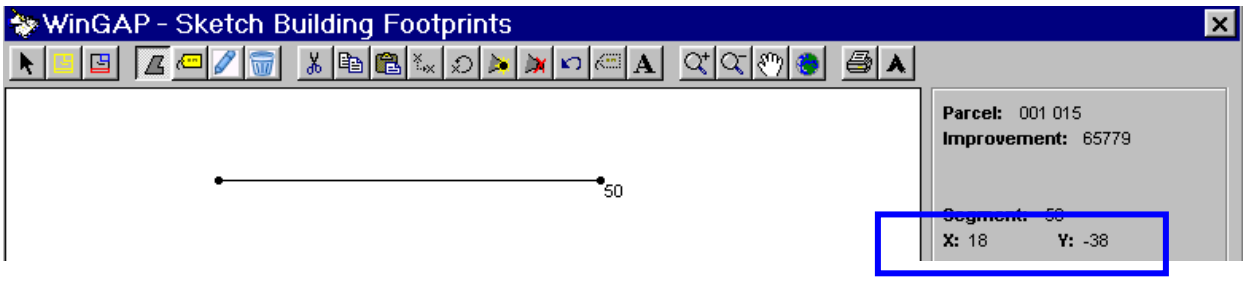
Directly beneath the Parcel and Improvement numbers is where the WinGAP calculated Perimeter and Area values of the selected Polygon Object (sketch or drawing) is displayed. The user **MUST** first select a drawing by clicking on any line of the drawing for WinGAP to display the Perimeter and Area. If there are multiple drawings (First Story, Enclosed Porch, Deck, Garage, etc.), the Perimeter and Area of each can be displayed by clicking on one line segment (not a Label or Vertex) of each particular drawing. Perimeter and Area values do not display unless a drawing is selected.

Segment



Directly beneath the Parcel and Improvement Numbers is where the WinGAP calculated Segment length will display as a segment, or line, of the sketch is being drawn. The Segment value, which is in feet, does not display unless a segment is being drawn.

X and Y Coordinates



Beneath the segment length the "X" and "Y" Coordinates on the Drawing Canvas-where the Mouse or Keyboard Pointer is at any given time-are displayed. When the "X" and "Y" coordinates are both Zero(0), the Pointer is in the center of the Drawing Canvas. "X" is the horizontal position of the Pointer, "Y" is the vertical position. The “X” and “Y” Coordinates are available when sketching is being performed with either the mouse or the keyboard.

Show all Improvements, Sketch with Keyboard, Show Points, and Show Printer Dialog Checkboxes

The four checkboxes beneath the "X" and "Y" coordinates allow the user to

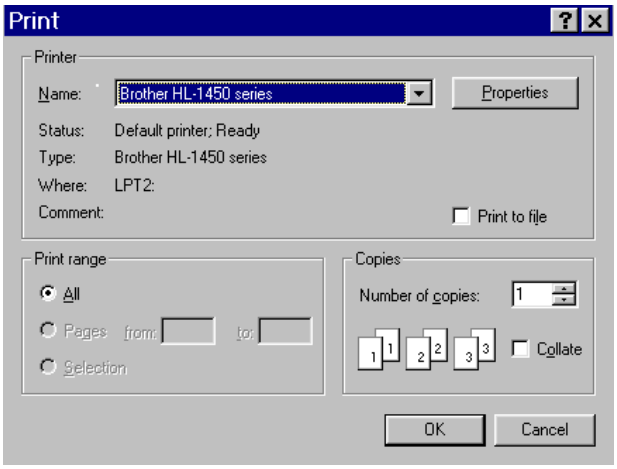
1) select how items are displayed on the Drawing Canvas
2) how the sketch is to be drawn
3) whether or not to show points
4) whether or not to display the Print Dialog window prior to printing the sketch.

- The Show All Improvements checkbox, when checked, will display multiple improvements, if they exist on the Parcel, on the Drawing Canvas. The default setting for the Show All Improvements checkbox is "blank", or not checked, which means that only the Sketch for the current Improvement will be displayed.

- The Sketch with Keyboard checkbox, when checked, will allow the user to draw with the Keyboard. After clicking on this checkbox, and then clicking the New Polygon Object Button in the Toolbar, the Mouse Pointer will change to a large black dot, called the Keyboard pointer, in the upper left of the Drawing Canvas. The Arrow keys are then used to position the Keyboard pointer to the desired position to begin drawing the sketch. If Logins are disabled, the default setting for the Sketch with Keyboard checkbox is "blank", or not checked, which means that the Mouse is the default way of drawing a sketch. If Logins are used, the Sketch with Keyboard option in **Tools >> Password Administration** allows each user to select the default setting for this checkbox.

- The third Checkbox, Show Points, is used to display or hide Vertex Objects, also called Points, which mark the beginning and end of lines that define the shape of the drawing. Points are also found where WinGAP places a distance Label for the line. The default setting for the Show Points checkbox is "checked", which means that the Points will display on the Drawing Canvas. By clicking on the Show Points checkbox and removing the checkmark, the user can "hide" the points for the sketch and "clean it up", which is particularly useful when printing the sketch by clicking on the Print Sketch Button on the Toolbar.

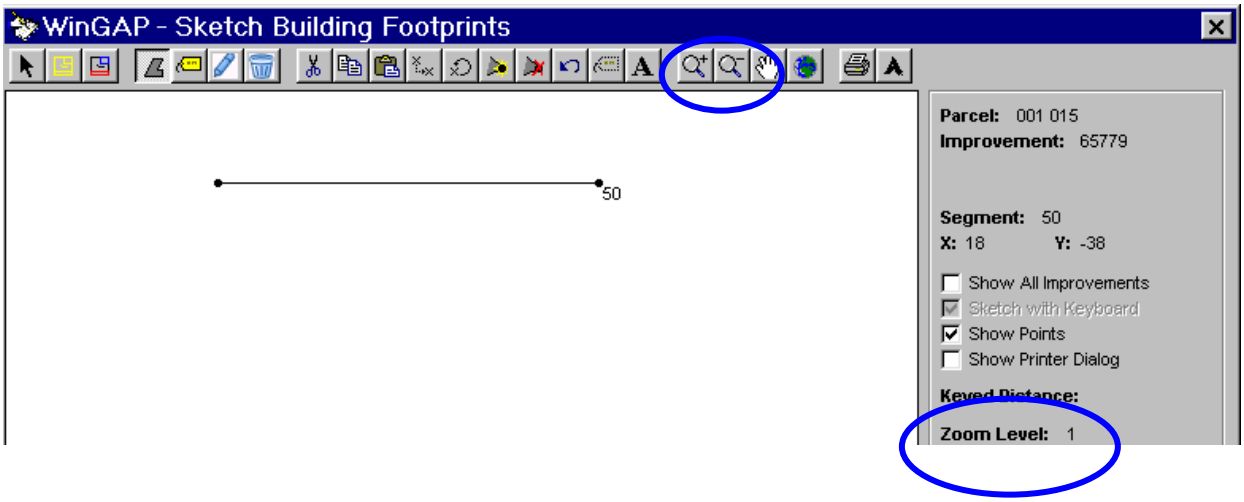
- The final checkbox, Show Printer Dialog, allows the user to control whether or not the Printer Dialog window displays prior to printing a sketch. The default setting is unchecked. If this checkbox is left unchecked, the sketch will be sent directly to the default Windows printer. If the Show Printer Dialog box is checked, the Printer Dialog window will appear, allowing the user to change the default printer and control the properties of the printer prior to printing.



Keyed Distance

Directly beneath the checkboxes is where the Keyed Distance of a line segment will display, if the distance is keyed, as the sketch is being drawn with the keyboard and the length of the line segment is keyed as a number. For example, after pressing Enter to begin drawing a line segment with the keyboard, if the user keys the number 20 (the keyed distance of the line segment), and then presses the right arrow, a line 20 feet long will be drawn. Enter should then be pressed to complete this line segment before beginning the next line segment or closing the sketch.

Zoom Level



The Zoom Level displays the current "scale" of the Drawing Canvas. The default Zoom Level is 1, which corresponds to a scale of 1 inch on the Drawing Canvas representing 10 feet of the Improvement that is being drawn.

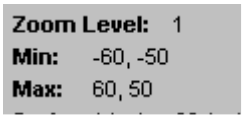
Increase Zoom Level

The Zoom Level can be increased by clicking on the Zoom Map Extent In 2x Button, located in the Toolbar at the top of the Sketch screen, which will reduce the scale by a factor of 2.

Decrease Zoom Level

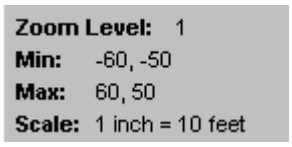
The Zoom Level can be decreased by clicking on the Zoom Map Extent Out 2x Button, also located in the Toolbar, which will increase the scale by a factor of 2. Decreasing the Zoom Level is particularly useful when drawing Commercial Improvements that are larger in size than can be drawn on the Drawing Canvas at the default Zoom Level 1, where the largest Improvement that can be drawn is 120 feet by 100 feet.

Min and Max



Min and Max display the maximum distances that the Mouse or Keyboard Pointer can travel on the Drawing Canvas. At the default Zoom Level of 1, the maximum distance from the center of the Drawing Canvas to the left side of the Drawing Canvas is 60 feet, the maximum to the top of the Canvas is 50 feet. The Maximum distance from the center of the Drawing Canvas to the right side of the Drawing Canvas is also 60 feet, and the maximum distance to the bottom is 50 feet.

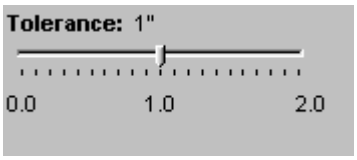
Scale



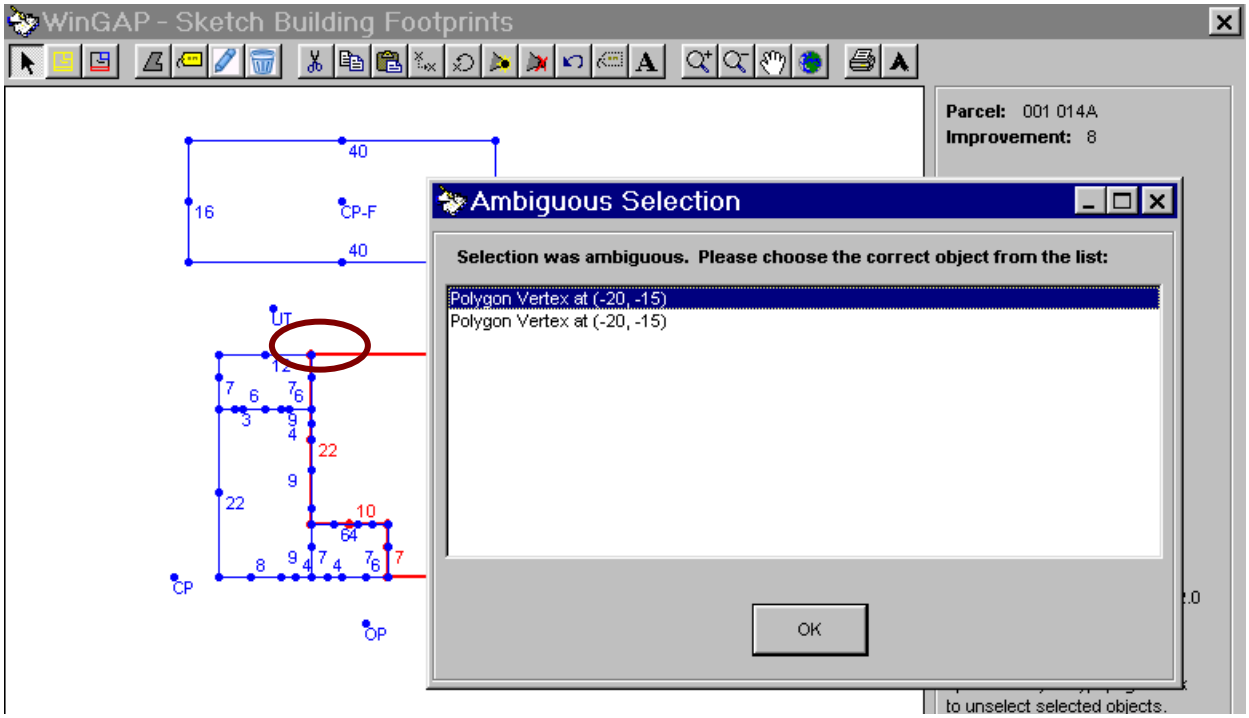
The Scale represents the distance on the Drawing Canvas, in inches, that corresponds to the actual size of the Improvement, measured in feet. The default Scale is 1 inch on the Drawing Canvas representing 10 feet of the structure that is being drawn, which corresponds to a Zoom Level of 1. As mentioned above under Zoom Level, the Scale can be decreased by clicking on the Zoom Map Extent In 2x Button, which will reduce the scale by a factor of 2, or increased by clicking on the Zoom Map Extent Out 2x Button, which will increase the scale by a factor of 2.

Note: WinGAP will also autoscale. See the section called Autoscaling, below, for this discussion.

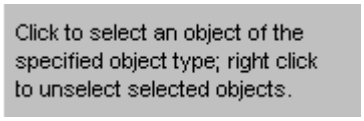
Tolerance



The Tolerance bar allows the user to select how exacting the placement of the Mouse must be when selecting an object on the Drawing Canvas. The range is from 0" to 2.0", with the default set at 1.0". The default setting is adequate for most users. A higher setting will result in a larger selection radius that may encompass more than one point. If this situation should occur, as in the example shown on the next page, where the user attempted to select one of the Label Objects (or points) on the Open Porch sketch, the Sketch Module will display the Ambiguous Selection message. Here the user must designate the object that is to be selected.



Message Area



The Sketch Module will display various instructions to the user in the Message Area part of the Sketch Information Section. The default message, regardless of whether drawings exist or not, is "Click to select an object of the specified object type; right click to unselect selected objects." If the user clicks the New Polygon Object Button in the Toolbar, the message "Click and drag to define polygon points; right click to close the polygon" displays, and describes how the user draws a new sketch with the Mouse. Some Buttons in the Toolbar display messages, and others do not, depending upon the function of the Button.

Cancel, Apply, and Ok Buttons

The Cancel Button will not save any additions, changes, or deletions performed on the Sketch screen (unless the Apply Button was clicked prior to clicking Cancel). The Apply Button will save any additions, changes, or deletions performed on the Sketch screen and leave the user on the Sketch screen. The Ok Button will save any additions, changes, or deletions performed on the Sketch screen, leave the Sketch screen, and return the user to the Residential Improvements Form.

Toolbar

The Toolbar is used to initiate all sketching operations. One option on the Toolbar must be selected (left-clicked with the Mouse pointer, which "depresses" the Button) to perform any sketch-related operation. The Mouse pointer can be positioned over each Toolbar Button (without clicking) to display a "tool tip" that describes the function of each Button. Some of the Buttons, such as Cut, Move, or Copy, only operate after the user selects a sketch or other object on the Sketch screen. The function of each of the Toolbar Buttons, in left to right order, is discussed below.

Select Object

The Select Object Button is always depressed when first reaching the Sketch screen. If a sketch already exists, the user has to merely click on a point or line of one sketch or label to select it (the object). A selected object always turns yellow. The message "Click to select an object of the specified object type, right click to unselect selected objects" displays when the Select Object Button is depressed. If no sketch exists yet, the user clicks the New Polygon Object Button to begin sketching.

Select All Objects

The Select All Objects Button allows the user to select all of the objects on the Drawing Canvas at one time. This is useful if all of these objects are to be deleted or moved around together on the Drawing Canvas. In this case, all objects will be colored yellow.

Unselect All Objects

If all of the objects on the Drawing Canvas have been selected, and the user wishes to reverse this operation, the Unselect All Objects Button should be clicked to unselect the objects.

New Polygon Object

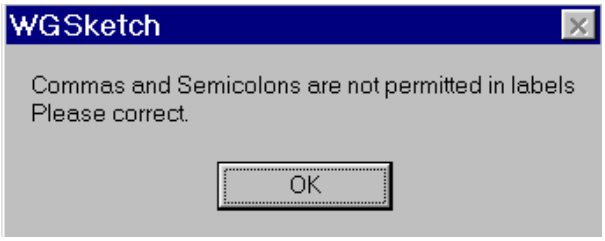
The New Polygon Object Button is clicked to start drawing a new Polygon Object, also known as a drawing or sketch. If the user is drawing with the Mouse, the Mouse pointer will change to a "cross hair" when the Mouse pointer is over the Drawing Canvas. If the user is drawing with the Keyboard, a large black dot, called the Keyboard Pointer, will appear in the upper left corner of the Drawing Canvas. Instructions for sketching with either method are discussed under the **Drawing Canvas** Section, below.

New Label Object

The New Label Object Button is clicked to create a new Label. Labels are used on the Sketch screen to locate Site Improvements, such as an outbuilding or well; labels are also used to display additional distances on the drawing that are not normally labeled as part of the sketching process or to make notes concerning the sketch. When the New Label Object Button is clicked, a Input Label Test Form appears on the Sketch screen, as seen below, asking the user to key in the new Label text.

After keying the text (or number, if applicable), the user clicks the OK Button, the Mouse pointer changes to a "cross hair", and the user locates the point on the Sketch screen where the Label is to be placed. A right-click with the Mouse puts the new Label on the Sketch screen. New Label Objects are only for information purposes. No value can be added or deducted via a New Label Object.

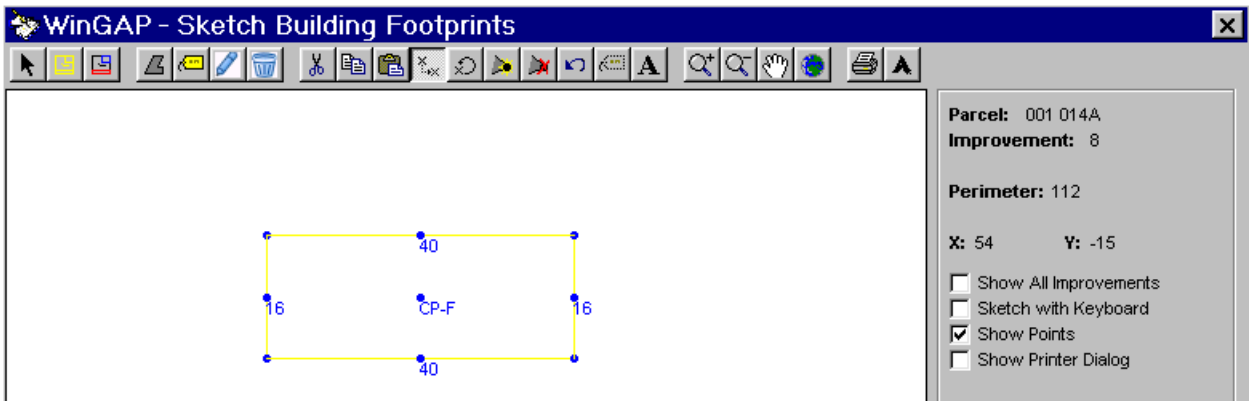
NOTE: The following characters cannot be used in a New Label Object: a semi-colon or a comma. If the user attempts to place these characters in a Label Object and save the object, the message below will appear:



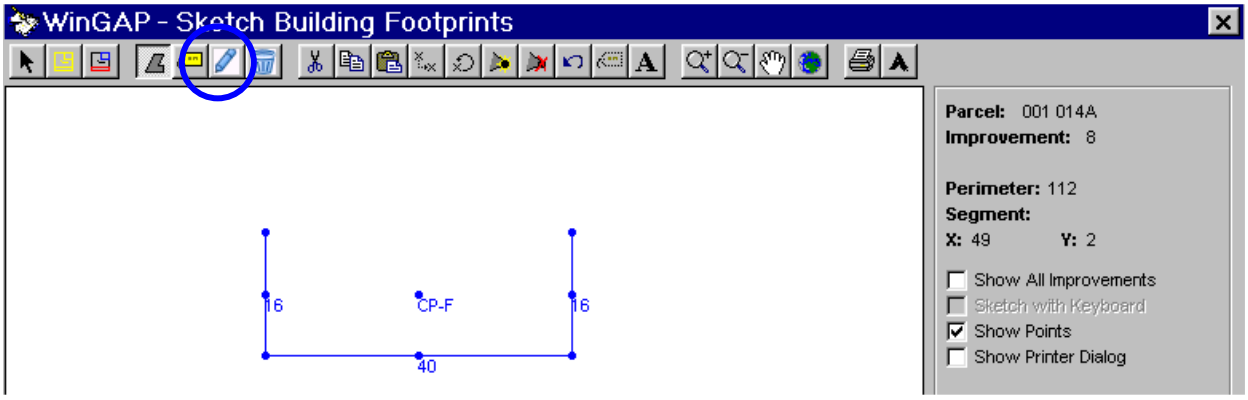
Clicking OK will return the user to the Label Form, where the invalid characters must be removed before proceeding.

Edit Polygon Object

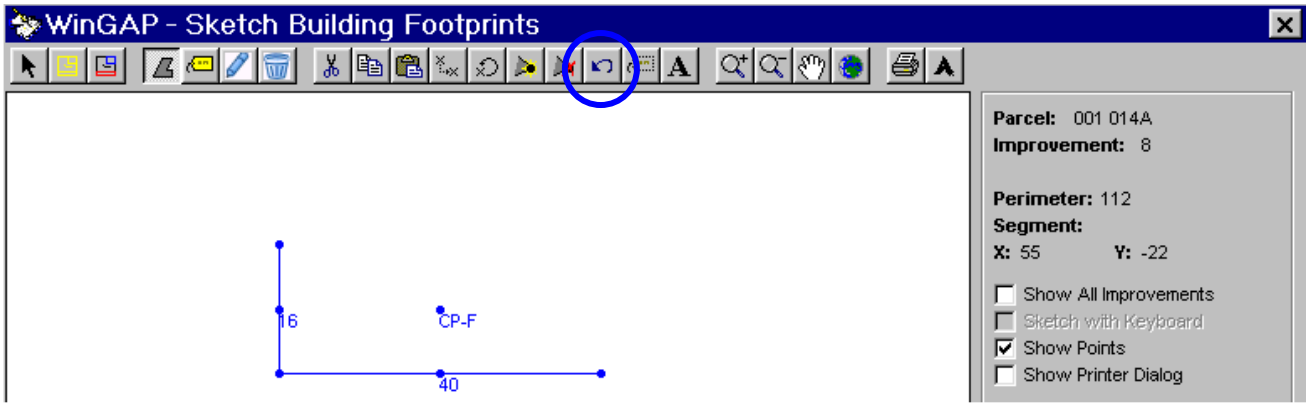
The Edit Polygon Object Button allows the user to "unclose" a Polygon and make corrections to the Polygon without deleting it or adding Vertexes to the Polygon. For example, a Polygon was drawn as a rectangle when it should have an "L" shape. This can be easily fixed by using the Edit Polygon Object Button. **The Object must first be selected, as shown on the next page**.



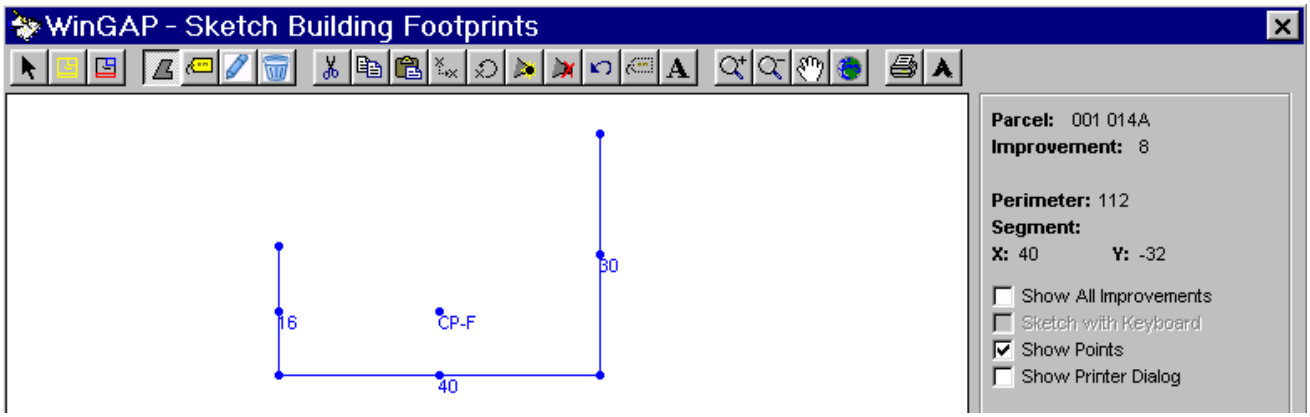
Clicking the Edit Polygon Object Button will remove the last side of the Polygon, as seen below.



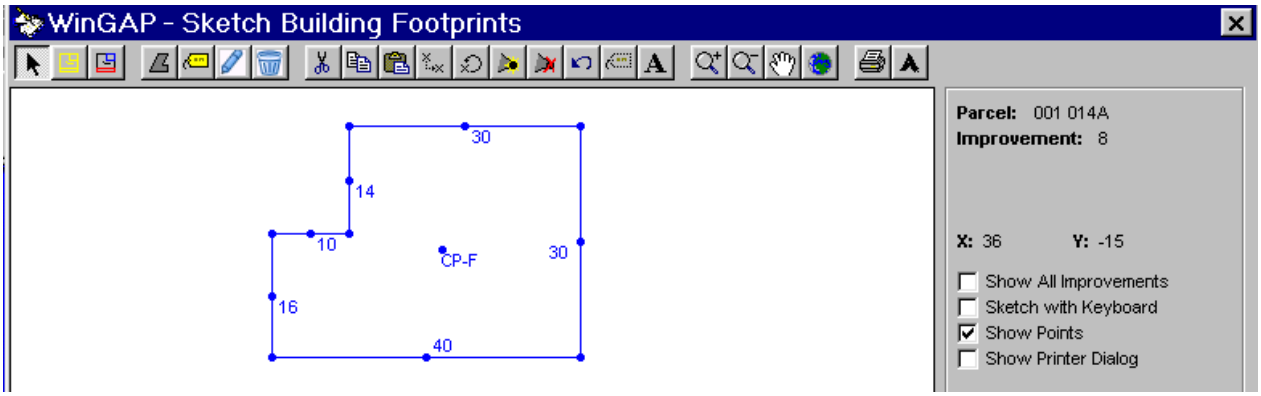
The incorrectly drawn side can be removed by clicking the Undo Button on the Toolbar, as shown below.



The side of the Polygon can now be drawn the correct distance, as shown on the next page.

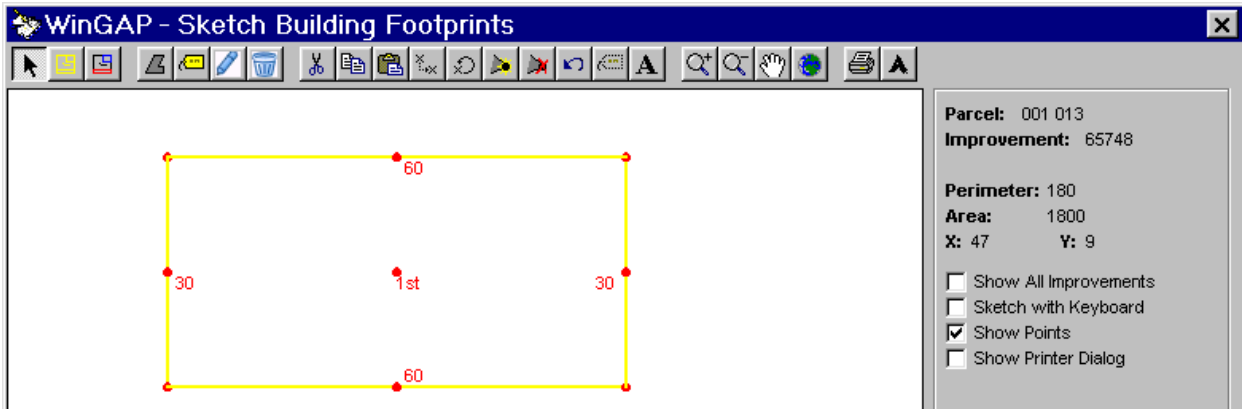


The remaining sides of the Polygon can now be drawn and the Object closed.

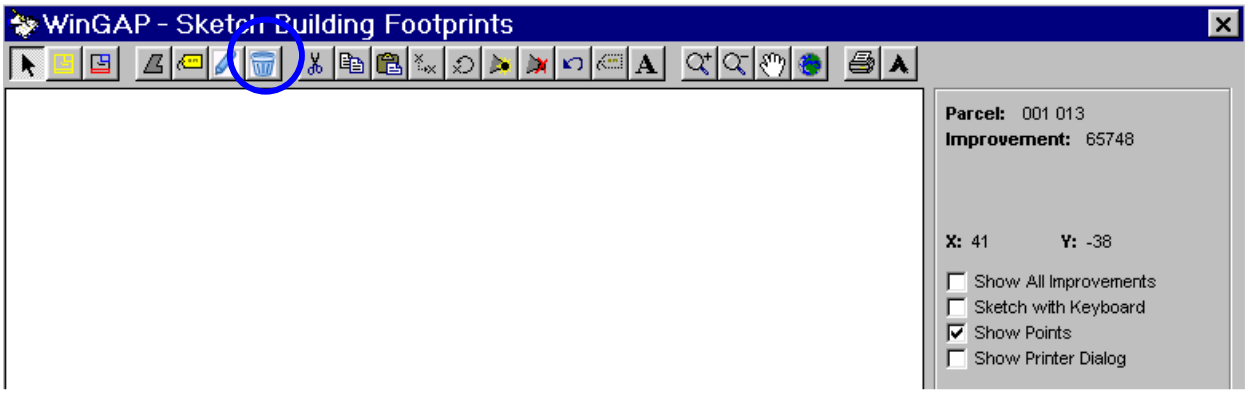


Delete Polygon Object

A Polygon Object can be permanently deleted by using the Delete Polygon Object Button. The Delete Polygon Object Button differs from the Cut Object Button, discussed next, in that the Object is not placed on the Windows Clipboard, as it is with The Cut Object Button, and cannot be recalled, reused, or pasted elsewhere. **Before the Delete Polygon Object Button is clicked however, the sketch or label object to be deleted must first be selected**, as seen below. If the Delete Polygon Object Button is clicked on prior to selecting an object, the user will receive an error message.



Clicking the Delete Polygon Object Button will permanently remove the Object, as seen below.



Cut Object

The Cut Object Button is clicked to "cut", or delete, an object. **Before the Cut Object Button is clicked however, the sketch or label object to be deleted must first be selected**. This is done by clicking on one line of the sketch or label to be "cut". This will turn the selected object yellow. The Cut Object Button is then clicked to delete the object. If the Cut Object Button is clicked on prior to selecting an object, the user will receive an error message. Labels and Points can also be deleted by first selecting them and then clicking the Cut Object Button. If an object is cut by mistake, and Apply or OK has not been clicked to save this change, the user can click the Cancel Button and the "cut" object will return when the user returns to the Sketch screen. The user can also click the Paste button. The Paste button can be used to restore the deleted object until the user sends another object to the Windows clipboard where Cut and Copied objects are stored. (see the Paste Object for more details)

NOTE: Vertex Objects (points that begin/end lines) are deleted in a slightly different manner. See Delete Vertex, below.

Copy Object

The Copy Object Button is clicked to make a copy of an existing object. **As with the Cut Object Button, the sketch or label to be copied must first be selected**. This is done by clicking on one line of the sketch or label to be copied, which will turn the selected object yellow. The Copy Object Button is clicked, then the user must click the Paste Object Button. The Mouse pointer will change to a "cross hair" and the user locates the point on the Sketch screen where the object is to be copied. A right-click with the Mouse copies the object to the new location on the Sketch screen.

Paste Object

As discussed with the Copy Object Button, the Paste Object Button is clicked to complete the Copy process. After selecting the object and then clicking the Copy Object Button, the user must click the Paste Object Button. The Mouse pointer will change to a "cross hair" and the user locates the point on the Sketch screen where the object is to be pasted. A right-click with the Mouse "pastes" the object to the new location on the Sketch screen.

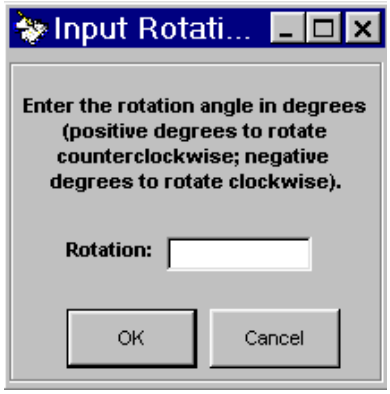
Move Object

The Move Object Button is clicked to move an object to another location on the Sketch screen. **As with the Cut, Copy, and Paste Object Buttons, the sketch, label, or vertex to be moved must first be selected**. This is done by

- clicking on one line of the sketch to be moved, or on the label or vertex, which will turn the selected object yellow.
- the Move Object Button is clicked
- the user must click on one line of the sketch, or on the label or vertex to be moved, and while holding the left Mouse button down, "drag" the object to the desired location
- the left mouse button is released which will drop the object at the selected position
- a right click with the Mouse finishes the process

Rotate Object

An existing Polygon Object can be "rotated" on the Sketch screen by using the Rotate Object Button. **As with the Cut, Copy, Paste, and Move Object Buttons, the sketch to be rotated must first be selected**. This is done by clicking on one line of the sketch to be rotated, which will turn the selected object yellow. The Rotate Object Button is then clicked, and a window appears on the Sketch screen, below, asking the user to key in the desired Rotation Angle, in degrees.



After keying the number, the user clicks the OK Button, and the object will rotate the desired number of degrees, in a counterclockwise manner. A negative number can be entered to rotate the object in a clockwise direction.

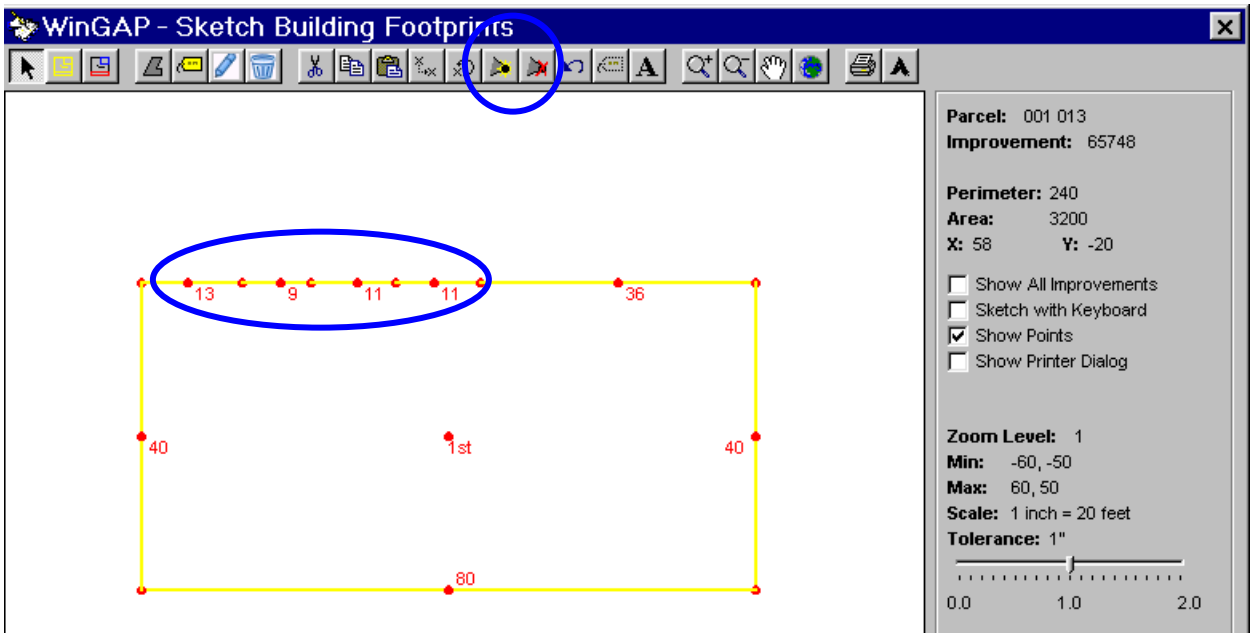
Add Vertex

The Add Vertex Button is used to change the shape of an existing sketch. By placing a vertex, or point, on a line of the sketch, the vertex can then be moved by selecting the vertex and then clicking the Move Object Button to form a new shape for the sketch. **As with the Cut, Copy, Paste, and Move Object Buttons, the sketch that will have the vertex added to it must first be selected**. This is done by clicking on one line of the desired sketch, which will turn the selected object yellow. The user then clicks the Add Vertex Button. The Mouse pointer will change to a "cross hair" and the user locates the point on the sketch where the vertex is to

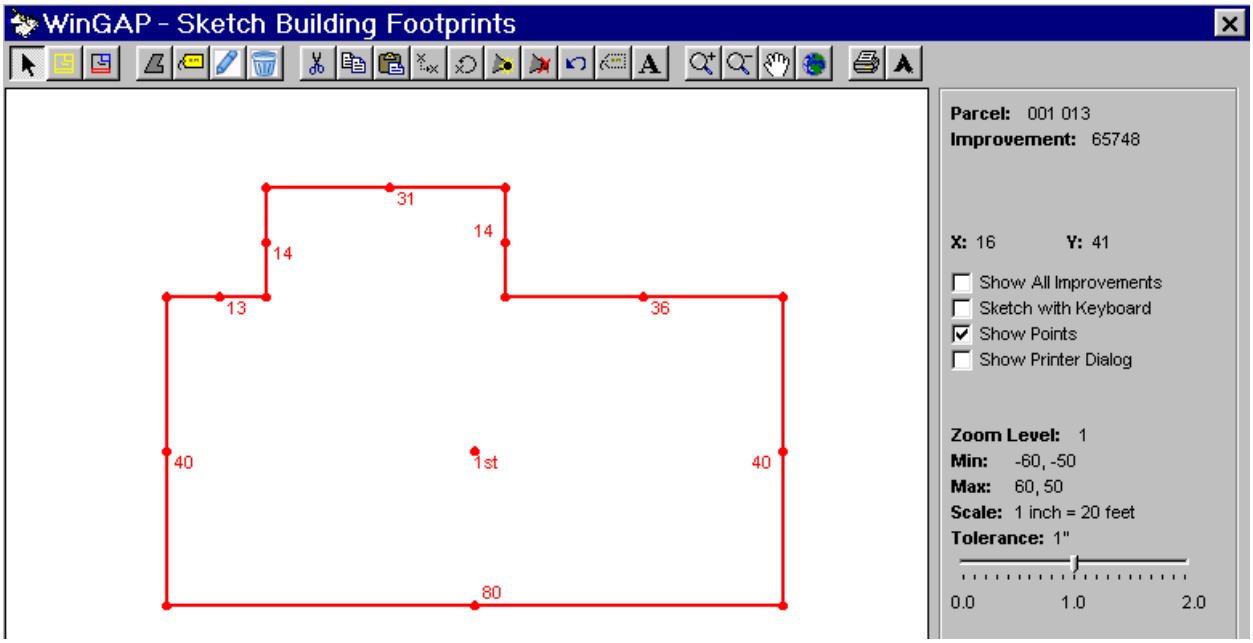
be placed. A left click with the Mouse copies the vertex to the desired location on the sketch. Additional vertexes, if necessary, can be placed in a similar manner if needed, and then moved to form the new shape of the sketch.

Example: Example One, below, shows a sketch with four vertexes (the points in between the numbers 13, 9, 11, and 11) that have been added to one line segment. Example Two, below, shows the sketch after the vertexes have been moved to create the new sketch.

Example One



Example Two



Delete Vertex

The Delete Vertex Button is used to delete any Vertex that has been added. **The sketch that has the vertex added to it must first be selected**. This is done by clicking on one line of the desired sketch, which will turn the selected object yellow. The user then clicks the Delete Vertex Button. The Mouse pointer will change to a "cross hair" and the user places the "cross hair" over the vertex to be deleted. A left click with the Mouse deletes the vertex from the sketch. Additional vertexes can be deleted in a similar manner if needed.

Undo Last Vertex

The Undo Last Vertex Button can be used, while drawing a sketch, to remove a line of a sketch that has just been drawn. It works regardless of whether the sketch is being drawn with the Mouse or the Keyboard. For example, if the last line of the sketch that has been drawn is the wrong distance, all the user has to do is click the Undo Last Vertex Button and the last line is removed. All parts of a sketch that have not been closed can be removed with the Undo Last Vertex Button.

Hide/Unhide Label Text

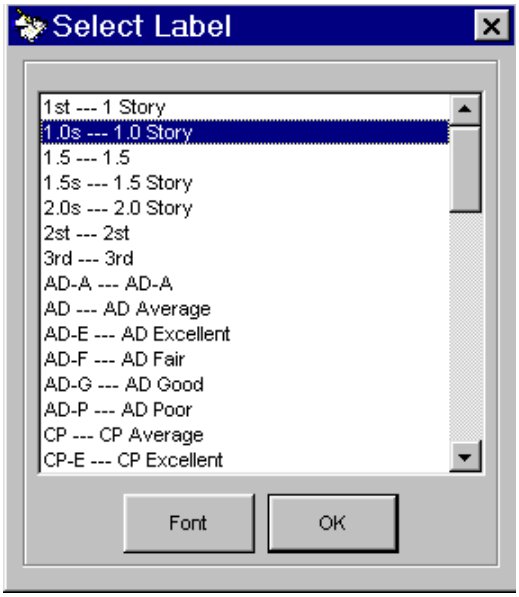
The Hide/Unhide Label Text Button is used to "Hide" (remove from view) or "Unhide" (place back into view) the text of any label created either by WinGAP or the user. **The object that the label is attached to must first be selected**. For example, the user wishes to hide one distance of a drawn line. The user should first click on the point that the label is attached to, then click the Hide/Unhide Label Text Button. The label, in this case the distance of the line, will disappear. A label can be made visible again by clicking the desired point, and then clicking the Hide/Unhide Label Text Button. The label will reappear.

Update Label Text

The Update Label Text Button is used to change the text of an existing label. Both fixed and custom label objects can be changed. **The point or object that the label is attached to must first be selected**.

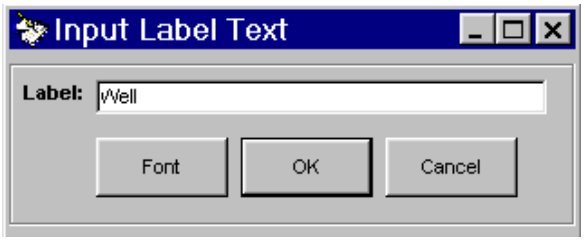
Example: a Two Story Residential Improvement was drawn but labeled as a One Story Improvement. The user does not have to delete the sketch and redraw the Improvement. All the user has to do is

- first click the One Story Label Object
- then click the Update Label Text Button
- the Select Label list box will appear on the Sketch screen, as seen on the next page, with the existing Improvement Label item highlighted in the Select Label list box.
- select the correct label from the list
- click OK



The correct Improvement Label, in this example "2.0 Story", should be selected from the list (Improvement Labels are set up in **Tools >> Schedules/Tables>> Improvement Labels**), and when the OK Button is clicked the label object on the sketch will be changed. Depending upon the Improvement Label schedule, the value of the Improvement may change as well.

Example: A custom label was created to show the location of a Well on the Sketch screen. It was later determined that this was the location of the property's Septic Tank, not a Well. The label can be changed by clicking on the "Well" label object, then clicking the Update Label Text Button, producing the Input Label Text window, as seen below.



After keying the new text (numbers can also be keyed, if applicable), the user clicks the OK Button, and the Label text is updated.

Zoom Map Extent In 2x

The next four Buttons in the Toolbar give the user the capability of changing the default scale of the Sketch screen, zooming in and out on the Sketch screen, panning, and resetting the Sketch screen to its default settings. The first of these Buttons, Zoom Map Extent in 2x, reduces the scale of the Sketch screen by a factor of 2. If sketches already exist on the Sketch screen, it will double the size of the sketch. After clicking the Button, the Mouse pointer changes to a "magnifying glass". Each time the left Mouse button is clicked on the Drawing Canvas, the sketch will double in size. After "Zooming In", the user should again click the Zoom Map Extent Out 2x Button to change the "magnifying glass" back to the traditional Mouse pointer.

NOTE: any changes in the size of an existing sketch performed using the Zoom Map Extent In 2x Button are temporary. Once the user clicks the Apply or Ok Button on the lower right of the Sketch screen, goes to the Residential or Commercial Improvements Form, and then back to the Sketch screen, the sketch will be back to its original size. However, sketches drawn using a higher or lower Zoom Level will remain that size when the Update Button is clicked.

Zoom Map Extent Out 2x

The next Button, Zoom Map Extent Out 2x, increases the scale of the Sketch screen by a factor of 2. If sketches already exist, it will reduce the size of the sketch. After clicking the Button, the Mouse pointer changes to a "magnifying glass". Each time the left Mouse button is clicked on the Drawing Canvas, the sketch will reduce in size by half. After "Zooming Out", the user should again click the Zoom Map Extent Out 2x Button to change the "magnifying glass" back to the traditional Mouse pointer.

After the scale is set to the proper level, the user should click the Zoom Map Extent Out 2x button again to “un-depress” it before sketching is started. If sketching has already begun before the user realizes the need to adjust the scale, the scale can be increased in the manner prescribed above but once again the Zoom Map Extent Out 2x button must be un-depressed before resuming sketching.

Note: Autoscaling can be also be used to draw sketches that exceed the size of the drawing canvas without using the Zoom Map Extent Out 2x button. See the section entitled Autoscaling, below, for this discussion.

Pan Map Extent

The Pan Map Extent Button allows the user to "pan" or move the entire sketch at one time to any place on the Drawing Canvas (or even off the Drawing Canvas, if desired). After clicking the Button, the Mouse pointer changes to a "hand". By holding the left Mouse button down and moving the Mouse on the Drawing Canvas, the sketch will move around the Drawing Canvas. After "panning", the user should again click the Pan Map Extent Button to change the "hand" back to the traditional Mouse pointer.

NOTE: any changes in location of the sketch performed using the Pan Map Extent Button are temporary. Once the user clicks the Apply or OK Button on the lower right of the Sketch screen, returns to the Residential or Commercial Improvements Form, and then back to the Sketch screen, the sketch will revert back to its original location on the Sketch screen.

Reset to Default Map Extent

The Reset to Default Map Extent Button puts the sketch back to its original size. If a mistake is made using any of the Zoom In, Zoom Out, or Pan Buttons, all the user has to do to click the Reset to Default Map Extent Button and the sketch will revert to its original settings.

NOTE: the user can also click either the Cancel Button on the lower right of the Sketch screen, go to the Residential or Commercial Improvements Form, and then back to the Sketch screen, and the sketch will revert back to its original size.

Print Sketch to the Default Printer

The sketch can be sent to the default Windows printer by clicking the Print Sketch to the Default Printer Button (make sure the printer is on). The sketch will be printed in Landscape mode. The Show Printer Dialog checkbox should be checked prior to clicking the Print Sketch Button if changes need to be made to the settings of the default printer or to choose a different printer to print the sketch.

About WGSketch

Important information about the Sketch module is displayed when the About WGSketch Button is clicked.

The key information is the Software Version (in this example, 1.926) that is currently in use. If the County is having problems with the Sketch Module, any information about these problems that is relayed to the WinGAP Support Team should mention this Software Version Number.

Drawing Canvas

The Drawing Canvas is the large white window that takes up most of the Sketching screen. Within this window all sketching operations are performed, either by using the Mouse or the Keyboard. If the user wishes to save any changes placed on the Drawing Canvas, always click the **Apply** Button on the lower right of the Sketch screen after completing each new sketch or label, or when modifying existing sketches or labels, or the **Ok** Button if changes are to be saved and the user wishes to exit the Sketch screen. As mentioned earlier, sketches can be drawn with either the Mouse or the Keyboard. Sketches can be drawn either clockwise or counterclockwise. In the examples below, however, the clockwise method will be used.

The user should always study the floor plan of the Improvement to be sketched before beginning the sketching process. This will provide the user with an idea of

- what parts of the Improvement will be drawn first
- where on the Drawing Canvas it would be best to begin the sketching process
- the scale at which to set the drawing (refer to the Max and Min limits in reference to the total vertical and horizontal extent of the improvement)

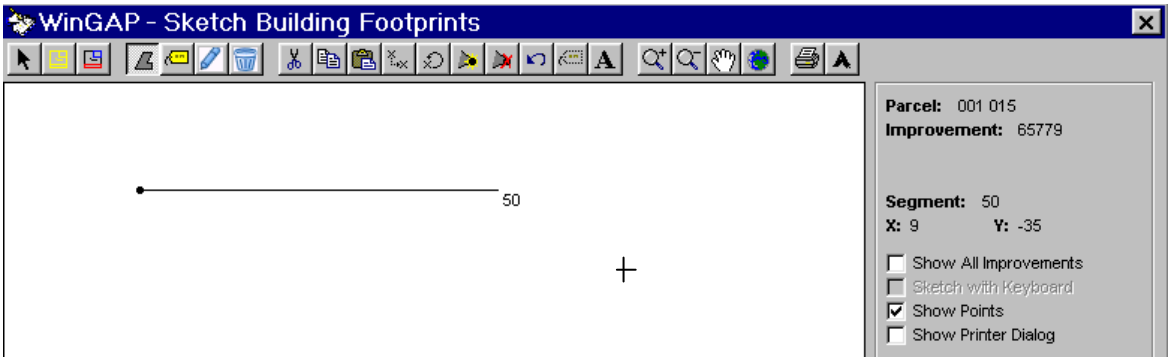
It is usually best to draw the heated area first, then any attachments or appendages of the Improvement, such as a porch, deck, or garage. In the example below, a One Story house with an Open Porch will be sketched.

Sketching with the Mouse

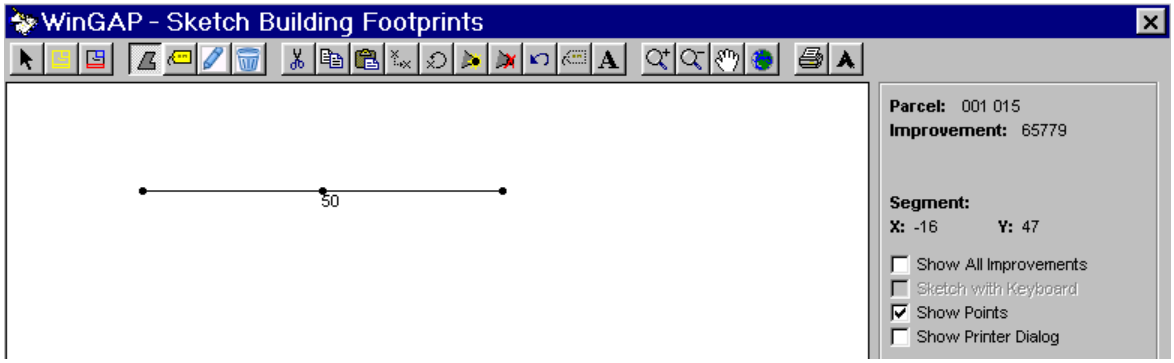
The One Story part of the Improvement will be drawn first. To begin Sketching with the Mouse, the user should

- first remove the checkmark in the Sketch with Keyboard checkbox if the checkmark is present
- click the New Polygon Object Button. The Mouse pointer will change to a "cross hair"
- position the "cross hair" at a suitable point on the Drawing Canvas so that all parts of the Improvement (the One Story heated area as well as the Open Porch) can be drawn within the available space

- when that point is found, the user should left click and drag the Mouse pointer to the right. As the Pointer is dragged to the right, the distance in feet from the starting point is displayed at the lower right of the "cross hair". The distance also displays in the Sketch Information Section as the Segment length

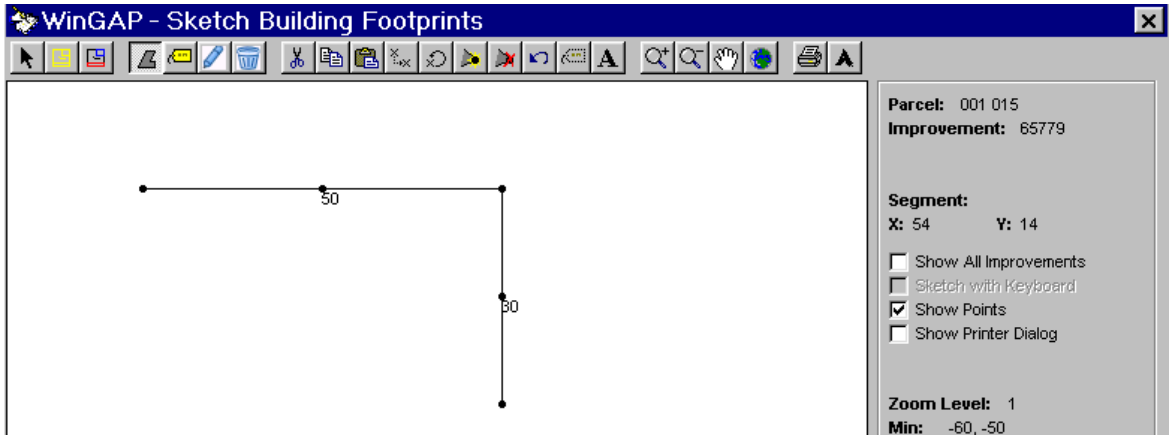


Once the correct distance for the line is reached, the user should release the Mouse button. The segment length will be placed under the line that was drawn in the case of a horizontal line, and to the right of a vertical line. On each end of the line WinGAP will also place a black dot, called a vertex or point



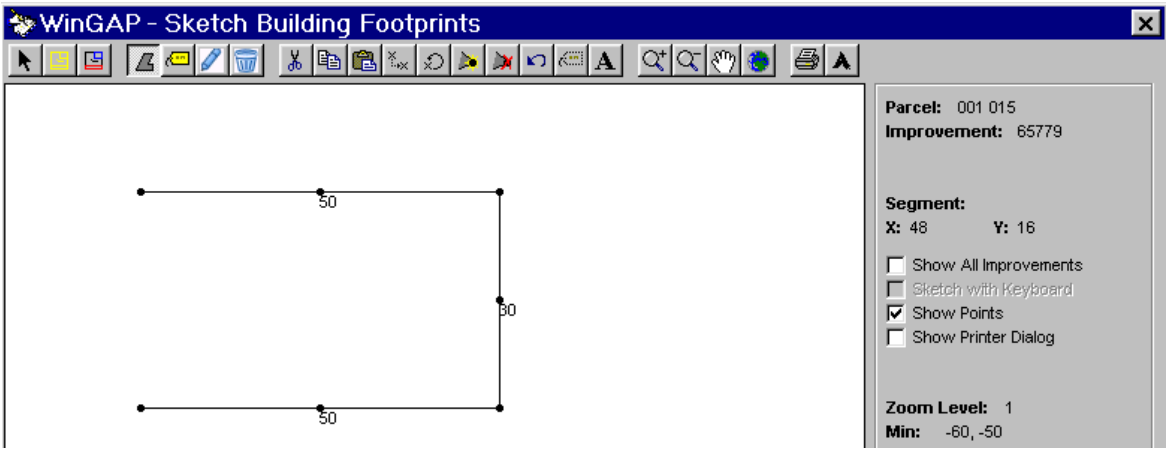
To draw the next segment of the Improvement, the user should

- place the '"cross hair" down below the point, or end, of the line that was just drawn (the user does not have to place Mouse pointer exactly on top of the point, just near it)
- left click and drag the Mouse pointer down the Drawing Canvas while holding the left mouse button down
- once the correct distance for this line is reached, the user should again release the Mouse button, and WinGAP will "label" this distance

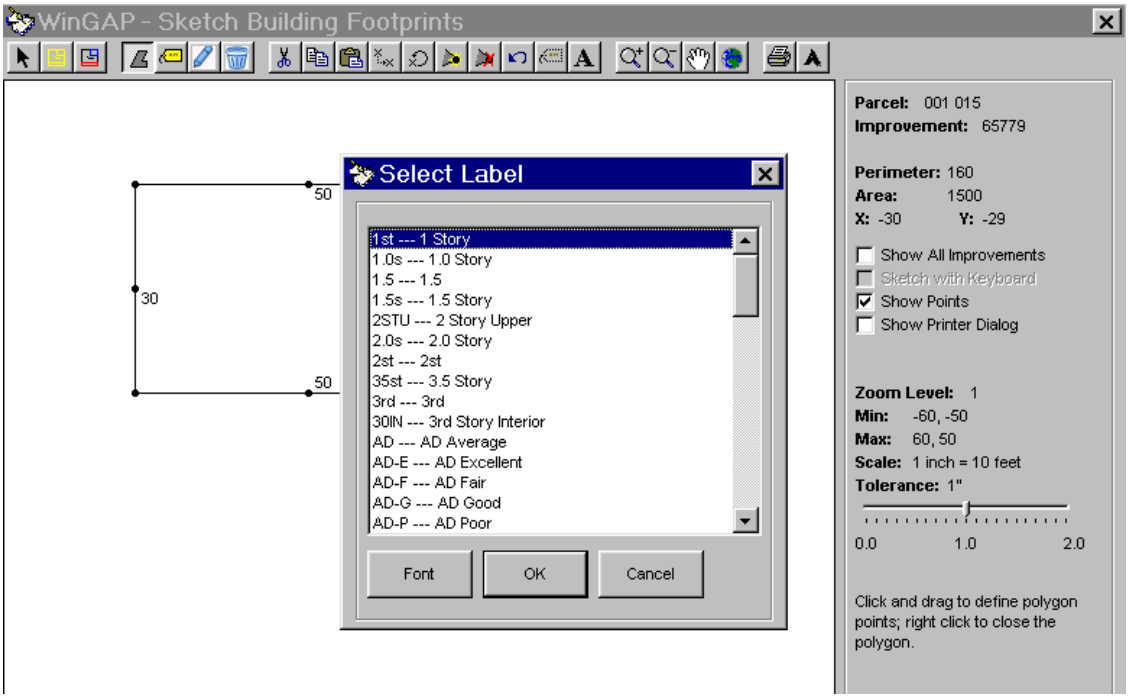


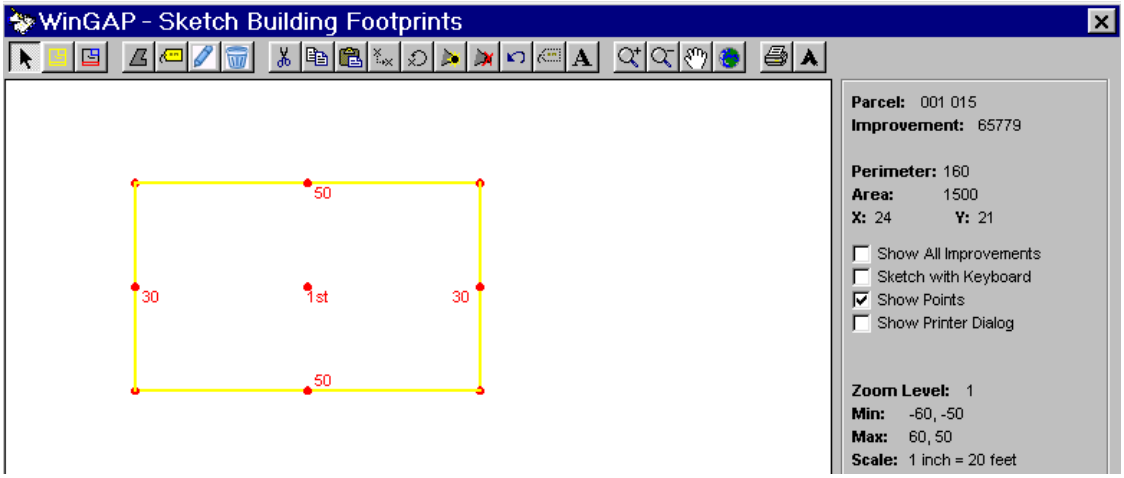
To draw the third segment of the Improvement, the user should

- place the '"cross hair" to the left of the point, or end of the line that was just drawn
- left click and drag the Mouse pointer to the left on the Drawing Canvas
- once the correct distance for this line is reached, the user should again release the Mouse button, and WinGAP will "label" this distance. Three sides of the Improvement have now been drawn



The last side of the Improvement is **NOT** drawn with the Mouse. The sketch is closed, as the message in the Sketch Information Section indicates, by right-clicking with the Mouse. WinGAP will draw the last side of the Improvement and place a label next to the line. The Select Label list box will appear, superimposed over the sketch as seen below. At this point the user **MUST** select what is called an Improvement Label for the sketch that was just drawn. If this is a one story house, the user should select "1 Story" and click the **OK** Button. The Select Label list box will disappear and the Improvement Label will be placed in the center of the sketch. The Perimeter and Area of the One Story part of the Improvement will now display in the upper part of the Sketch Information Section. The sketch outline will change from black to yellow, as seen on the next page. This means that the Polygon Object-the One Story sketch or drawing-is still selected. The user should right-click to deselect the object and the segments, or lines of the Improvement will turn red (red is the color for Residential and Commercial Improvement Labels that are called Primary Label Types). This completes the drawing of the One Story part of the Improvement.

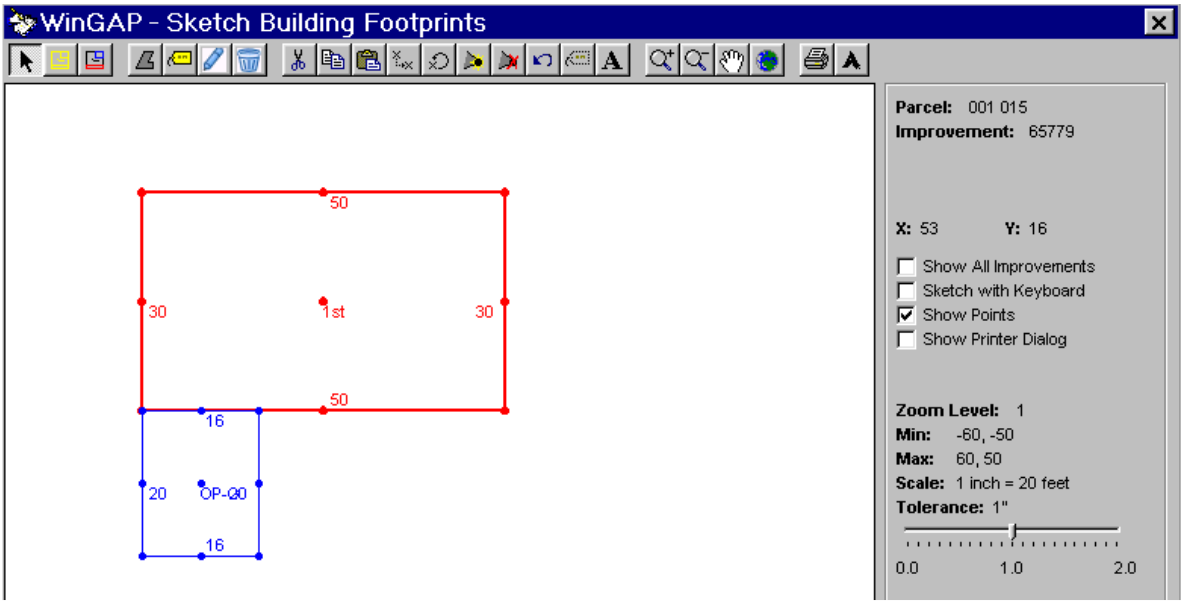




To draw the Open Porch, the user should

- click the New Polygon Object Button, changing the Mouse pointer to a "cross hair".
- position the "cross hair" at a suitable point on the One Story sketch where a corner of the Open Porch touches the One Story sketch
- left click and drag the Mouse pointer to draw the first side of the Open Porch
- once the correct distance for the line is reached, the user should release the Mouse button
- draw the next two sides of the Open Porch in a similar manner
- close the Open Porch by right-clicking with the Mouse, and WinGAP will draw the last side of the Open Porch
- select the Improvement Label for the Open Porch from the Select Label list box that appears, superimposed over the sketch
- click the **OK** Button

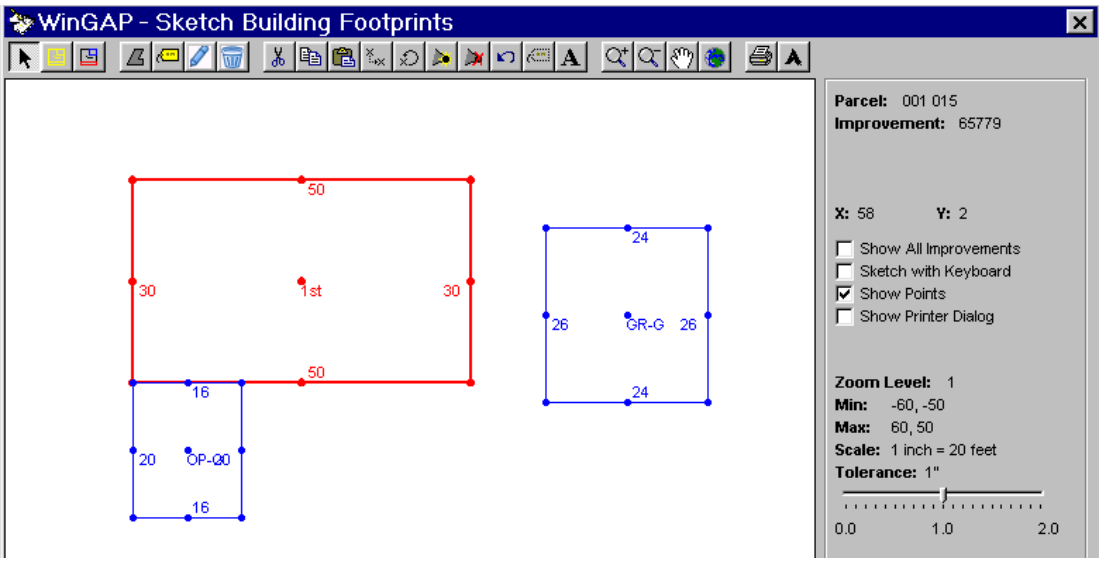
The Select Label list box will disappear and the Improvement Label will be placed in the center of the Open Porch. The Perimeter and Area of the Open Porch part of the Improvement will now display in the upper part of the Information Window. The sketch outline will change from black to yellow. This means that the Polygon Object-the Open Porch sketch-is still selected. The user should right-click to deselect the object and the segments, or lines of the Improvement will turn blue (blue is the color for Residential Improvement Labels that are defined as Appendage Types), as seen below. This completes the drawing of the Open Porch part of the Improvement.

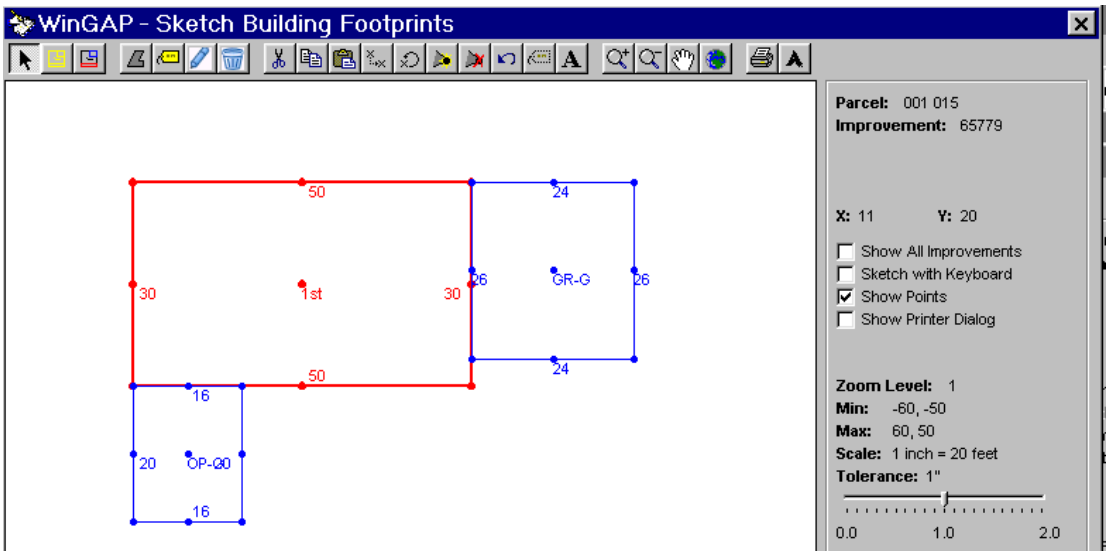


Appendages such as a Porch, Deck, or Garage that are attached to the One Story heated area of the Improvement can also be drawn separate from the heated area sketch and then "dragged" to connect to it. The user would:

- select an area on the Drawing Canvas away from the heated area of the sketch
- draw and label the Appendage as described above
- after closing the Appendage should be selected (yellow color). If not, click on any portion of a line segment of the Appendage to select it (do not click on one of the points that mark the beginning or end of line segments)
- click the Move Object Button in the Toolbar
- position the Mouse Pointer on any part of a line segment
- left-click with the Mouse
- while holding the Button down, drag the sketch to the desired location next to the One Story heated area sketch
- release the left Mouse Button
- right-click to deselect the object

The two images below illustrate this process.

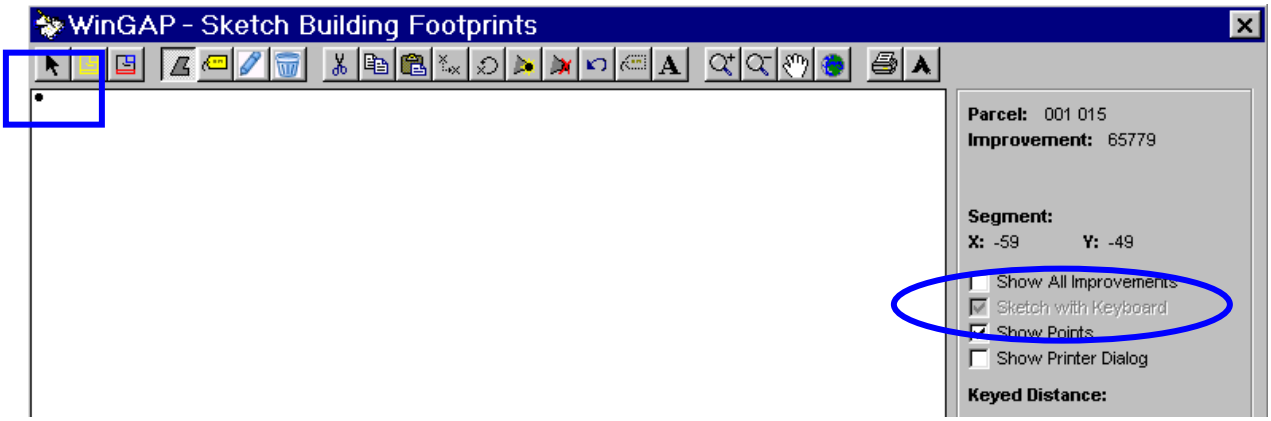




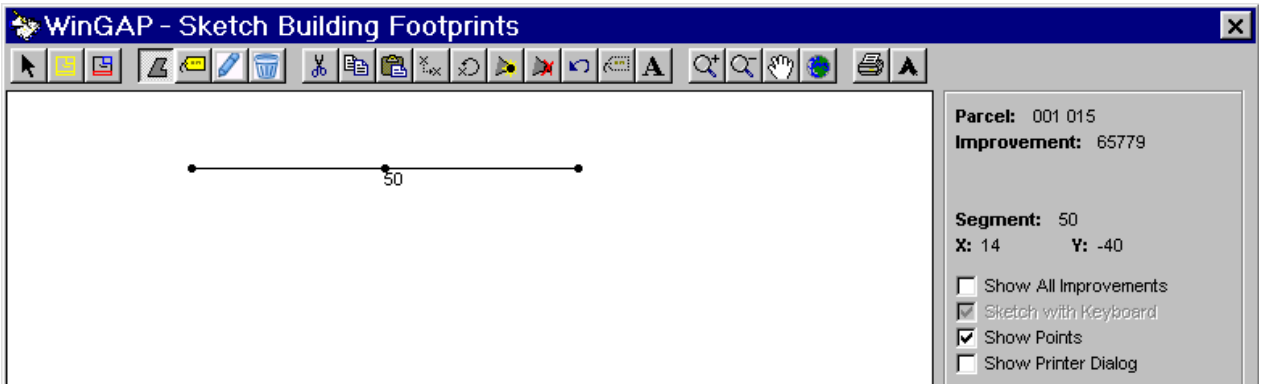
Sketching with the Keyboard

The first step in Sketching with the Keyboard is to place a checkmark, if one is not present, in the Sketch with Keyboard checkbox located in the Information Window by clicking in the box. Then the user should

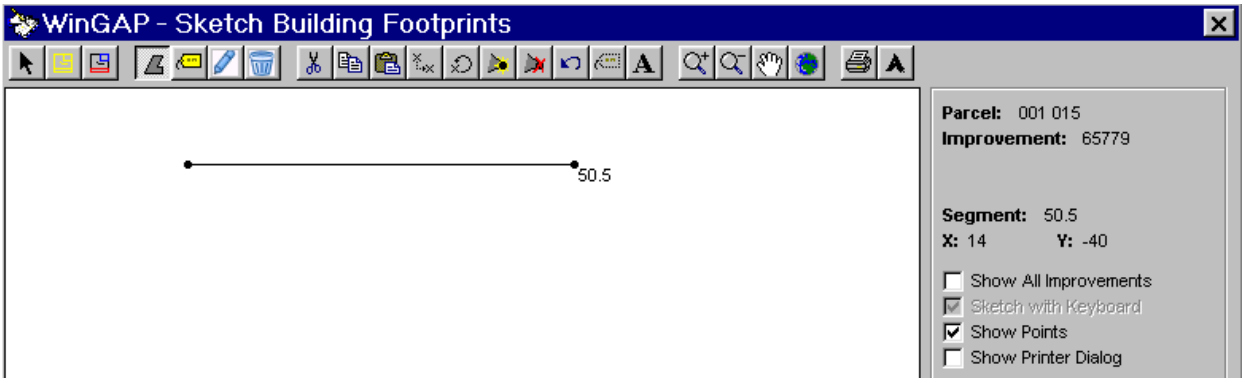
- click the New Polygon Object Button. The Mouse pointer will change to a black dot, called the Keyboard pointer, in the upper left hand corner of the Drawing Canvas.



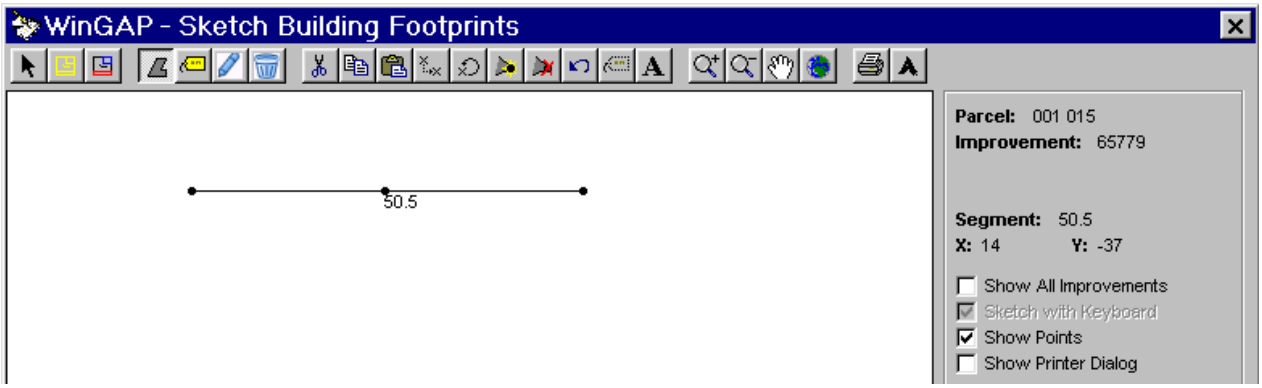
- use the Arrow keys to move the Keyboard pointer to a suitable point on the Drawing Canvas so that all parts of the Improvement (the One Story heated area as well as the Open Porch, in this example) can be drawn within the available space
- when that point is found, the user should press the Enter key
- press and hold down the Right Arrow key to move to the right the desired distance; or, the actual distance can be keyed, say 50, and then the Right Arrow key pressed to move the 50 foot distance all at once
- once the correct distance for the line is reached, the user should again press Enter. The segment length will be placed under the line that was drawn in the case of a horizontal line, and to the right of a vertical line. On each end of the line WinGAP will also place a black dot, which, as mentioned earlier, is called a vertex or point.



NOTE: Line segments containing tenths of feet can also be drawn with the Keyboard method when the line segment is keyed. For example, a distance of 50.5 can be keyed, the right directional arrow pressed, and a line segment of 50.5 feet will be extended from that point, as shown on the next page.

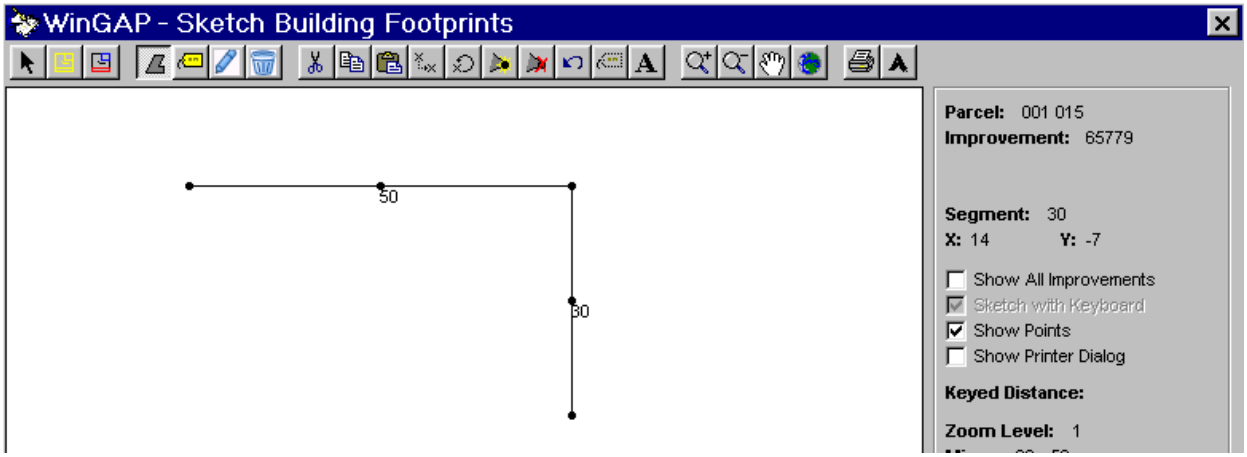


Pressing Enter will place finish the drawing of this line segment and place the 50.5 feet under the line.

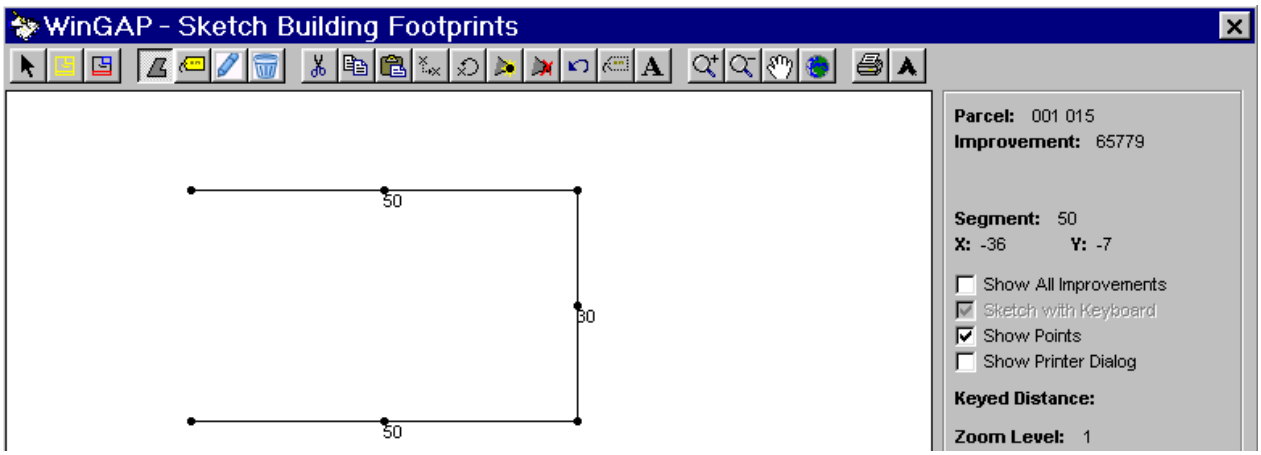


The distance MUST be keyed before decimal values will be shown, with the exception of lines extended from a non-90 degree angle. <u>If sketching is performed with the mouse, line segments will continue to display whole feet</u>.

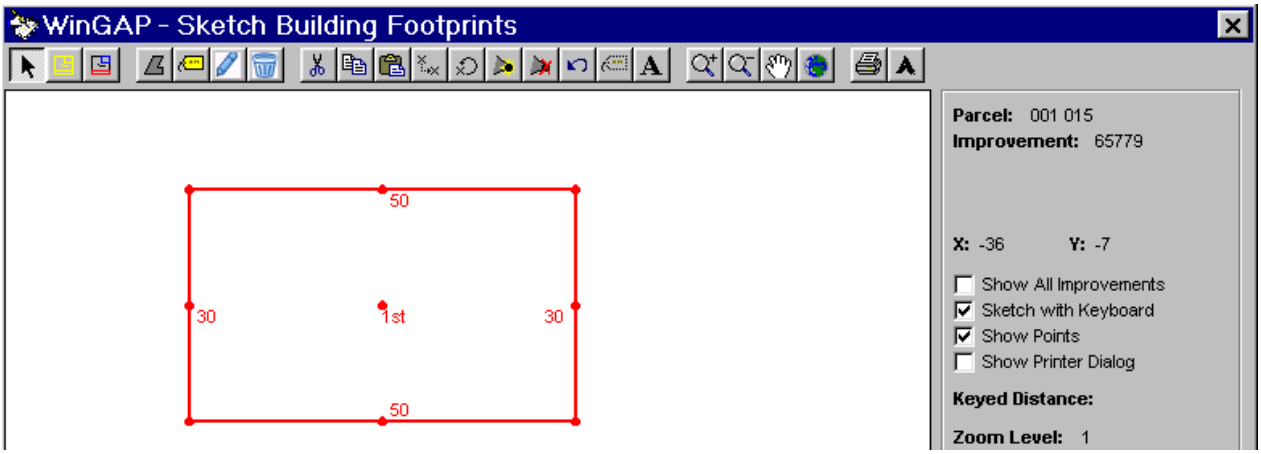
- To draw the next segment of the Improvement, key the distance, press the appropriate Arrow key, and Press Enter.



- To draw the third segment of the Improvement, key the distance, again press the appropriate Arrow key, and Press Enter. Three sides of the Improvement have now been drawn.



The last side of the Improvement is **NOT** drawn by keying the distance and pressing an Arrow key. When drawing with the Keyboard, the sketch is closed by pressing the **Esc** key (the Escape key). WinGAP will draw the last side of the Improvement and place a label next to the line. The Select Label list box will appear, superimposed over the sketch. At this point the user will select the Improvement Label for the sketch that was just drawn. The Mouse can now be used to select "1 Story", and then the **OK** Button should be clicked. The Select Label list box will disappear and the Improvement Label will be placed in the center of the sketch. The Perimeter and Area of the One Story part of the Improvement will now display in the upper part of the Sketch Information Section. The sketch outline will change from black to yellow. This means that the Polygon Object-the One Story sketch or drawing-is still selected. The user should right-click to deselect the object and the segments, or lines of the Improvement will turn red, as seen below. This completes the drawing of the One Story part of the Improvement.



The user should realize that once a drawing method for a particular part of an Improvement, say the One Story part, is chosen, that drawing method-whether Mouse or Keyboard-must be used for that entire part of the sketch. Once that part of the sketch is completed, other parts of the sketch, such as an Open Porch, Second Story, etc., can be drawn with the same method-say the Mouse, or with the Keyboard. It is entirely up to the user to choose the method that is most comfortable for each part of the sketch.

Label Types and Line Segment Colors

- The **Addition Label** is used for an Addition (heated area) to a Residential or Commercial Improvement. Areas that are labeled as Additions will display as a **double solid black line** on the sketch screen.

- The **Appendage Label** is used for appendages (non-heated area) to a Residential Improvement, such as porches, decks, and attached garages. The Appendage Label is also used for appendages to Commercial Improvements such as loading docks and canopies. Areas that are labeled as Appendages will display as a **solid blue line** on the sketch screen.

- The **Interior Label** is used for "interior" parts of a Residential or Commercial Improvement, such as a Second Story, that the appraiser wishes to price differently and label separately from the primary heated area of the Improvement. Interior Label areas will display as a **broken green line** on the sketch screen.

- The **Primary Label** is used for the primary heated area of the Residential or Commercial Improvement, such as One Story, Two Story, etc. Areas that are labeled as Primary will display as a **solid red line** on the sketch screen.

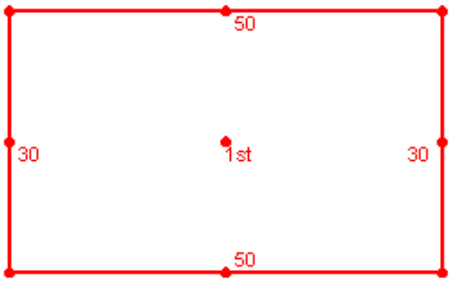
- The **Upper Label** functions in a similar manner as the Primary Label type. The exception being the fact that the area factor adjustment will be applied to the area of the polygon and the resulting square footage will be will be used in the determination of the area multiplier. The adjusted areas of Upper Label type polygons and Primary Label type polygons will be summed to generate the Total Base Area. The Total Base Area is then used in the determination of the area multiplier for the improvement. The main function of the Upper Label type is to allow the area of upper story levels to be included in the determination of the base dollar amount while providing a means of identifying as upper story levels. An existing label can be changed to the Upper Label type in the Improvement Labels schedule, reappraise run, and the values on the affected improvement will reflect the revised Area Multiplier. Upper Level areas will display as a **broken blue-violet line** on the sketch screen.

Polygon Label Colors and Dimensions

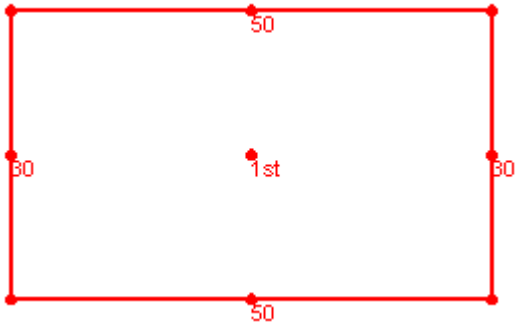
- The **Polygon Label Color** can be either the same color as the Polygon line or black.

- The **Polygon Dimension** (length of the line) can be placed either inside the Polygon or as before in WinGAP.

Inside the Polygon



As Before

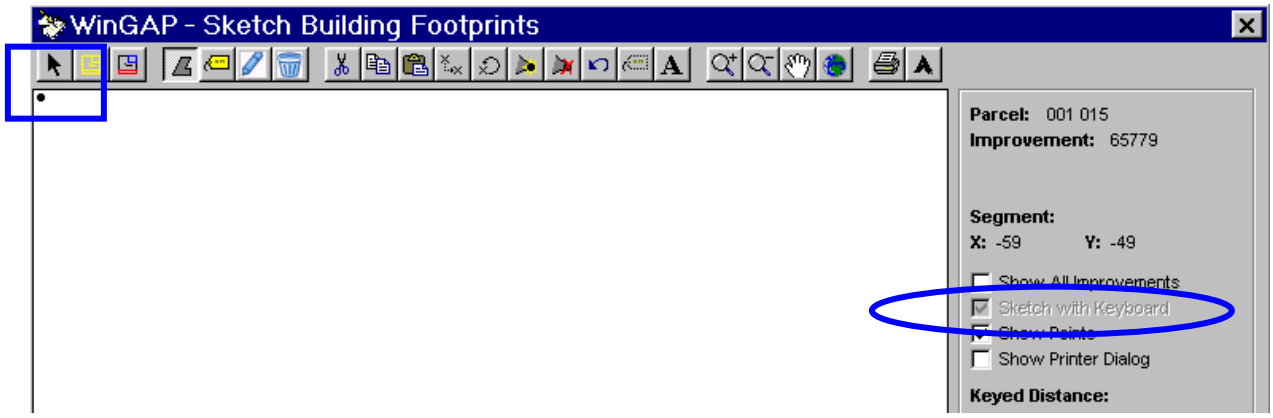


Autoscaling

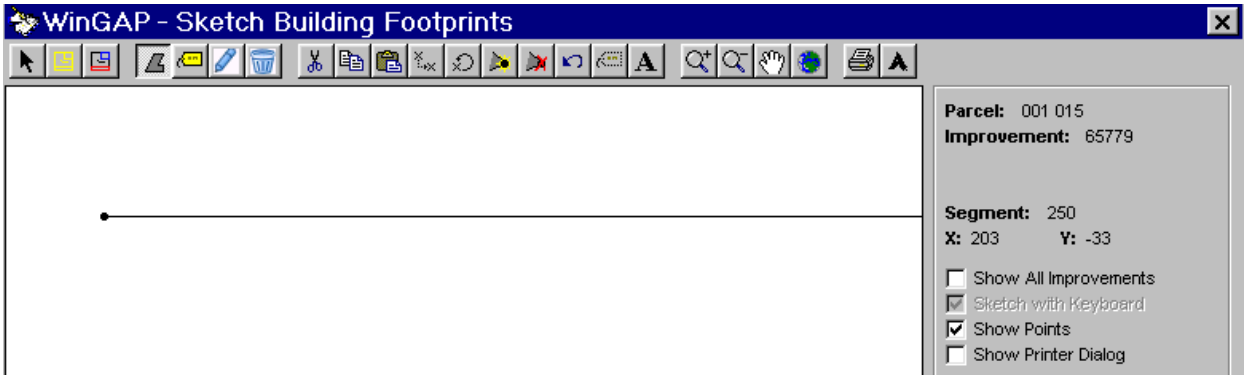
WinGAP can automatically resize and reduce the scale of a drawing that exceeds the default size of the drawing canvas. The sketch MUST be drawn with the keyboard to use this feature. Most of the sketching when using the Autoscaling feature occurs OFF the Drawing Canvas, invisible to the user. The procedures for using this capability are discussed below. To demonstrate the Autoscaling feature, a Commercial improvement with a footprint of 250 x 200 will be sketched.

The first step in drawing this sketch is to place a checkmark, if one is not present, in the **Sketch with Keyboard** checkbox located in the Information Window by clicking in the box. Next, the user should:

- Click the New Polygon Object Button. The Mouse pointer will change to a black dot, called the Keyboard pointer, in the upper left hand corner of the Drawing Canvas, as shown below.

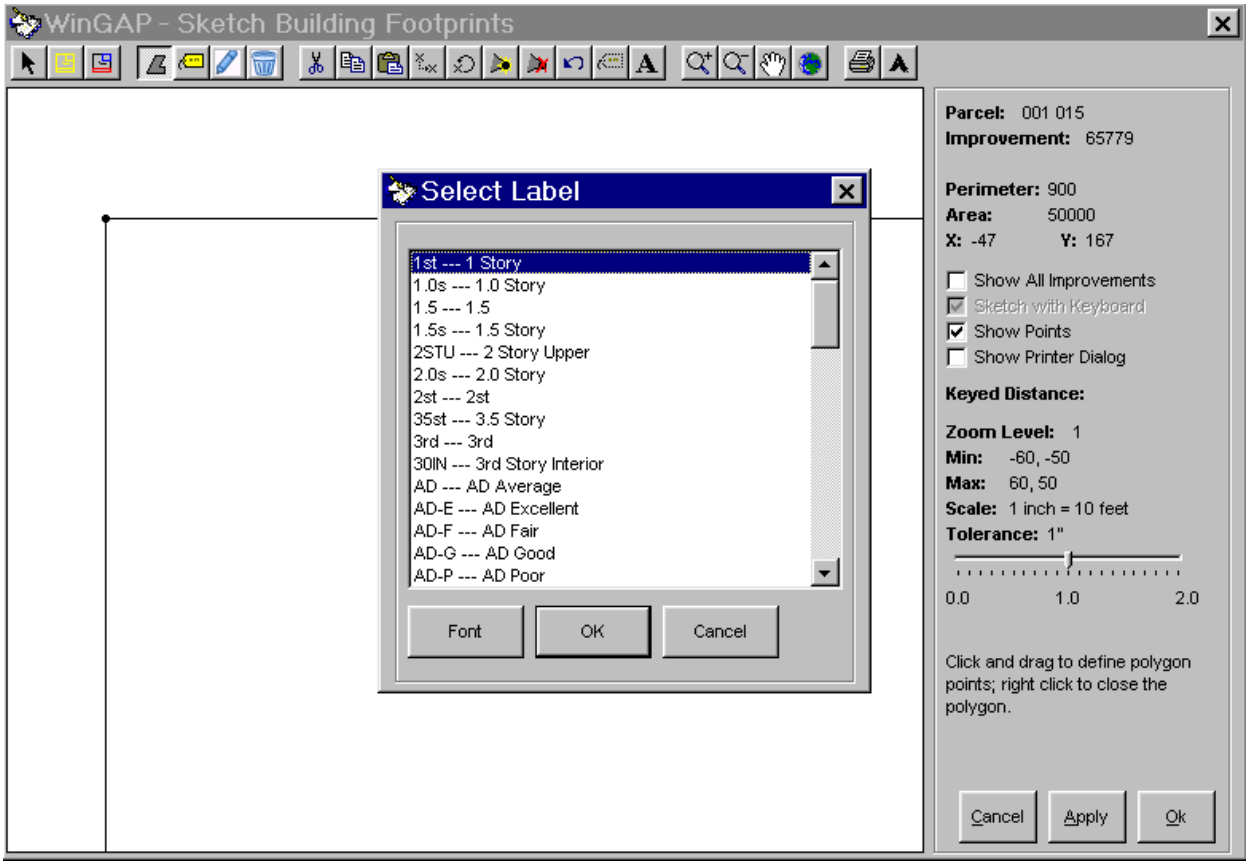


- Use the Arrow keys to move the Keyboard pointer to a suitable point on the Drawing Canvas. When that point is found, the user should press the Enter key
- Key the number 250 and press the Right Arrow key once.
- The line will “shoot off” the drawing canvas to the right, as shown on the next page.

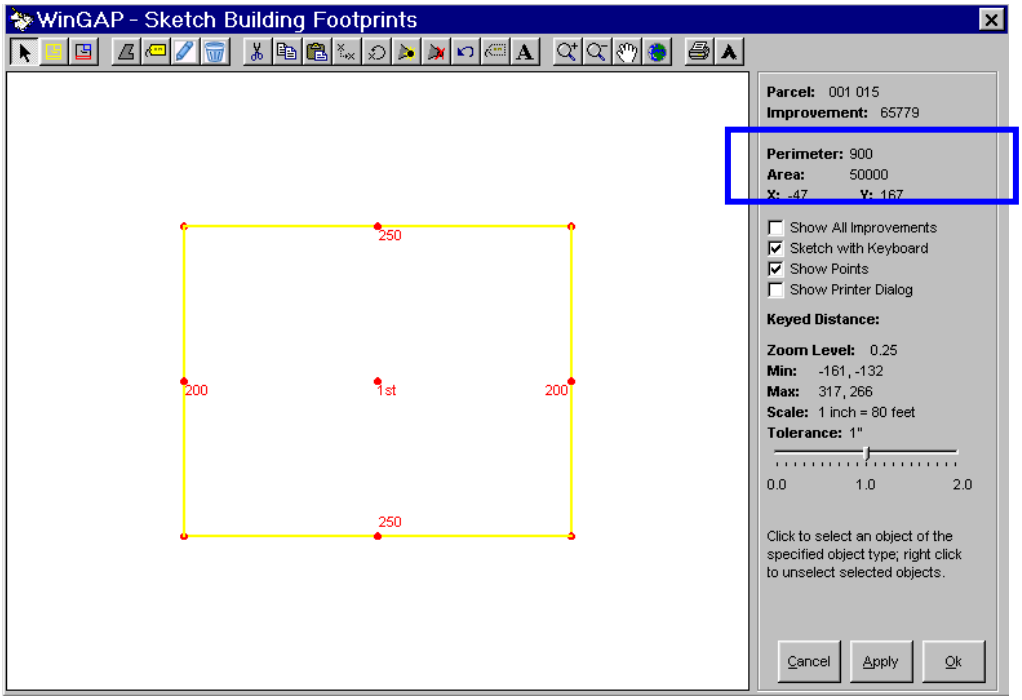


- At this point the user MUST press Enter. No label will appear on the line. Next, the number 200 should be keyed, the Down arrow pressed once, and Enter pressed again to complete the drawing of the second line segment. The second line segment will NOT appear on the Drawing Canvas (it will when the sketch is closed). The number 250 should be keyed again, the Left arrow pressed once, and Enter pressed again to complete the drawing of the third line segment. Like the second line segment, the third line segment will not appear on the Drawing Canvas.

- The Escape key should now be pressed to close the sketch. The Select Label form will appear, as shown below.

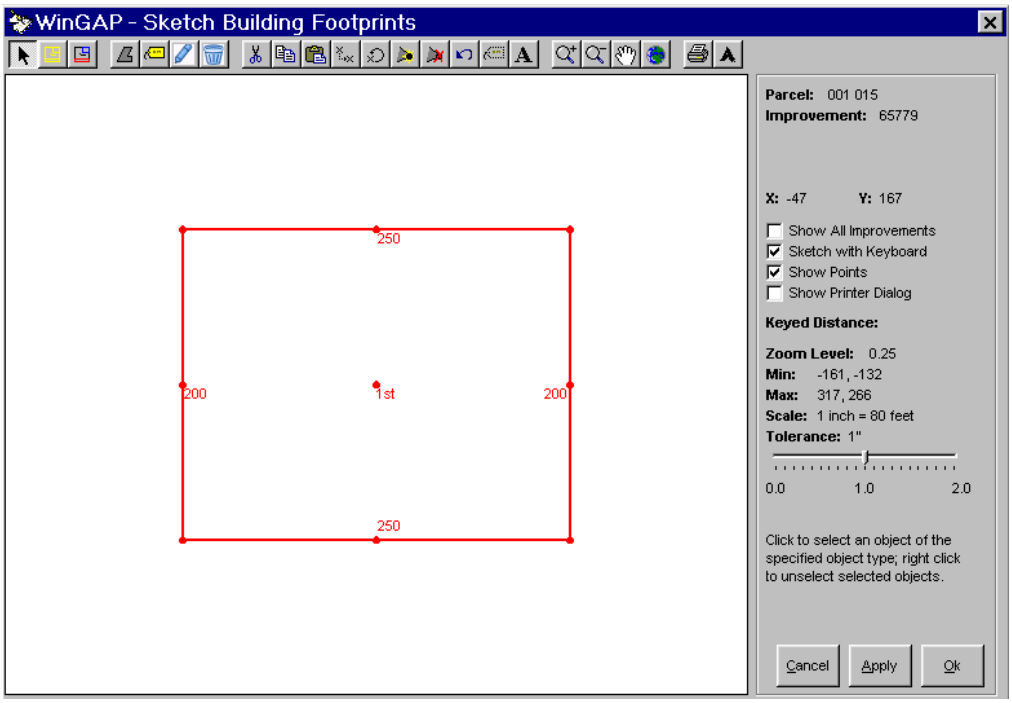


- The correct Improvement Label should be selected, in this case "1 Story", and the OK button clicked, to finish closing the structure. WinGAP will automatically resize and center the drawing on the drawing canvas, as shown on the next page.



- As displayed in the upper right of the Information Window, WinGAP has calculated both the Perimeter and Area of the new Commercial Improvement drawing.

- The user can right-click anywhere on the Drawing Canvas to de-select the new polygon, as shown below, and proceed to other tasks.



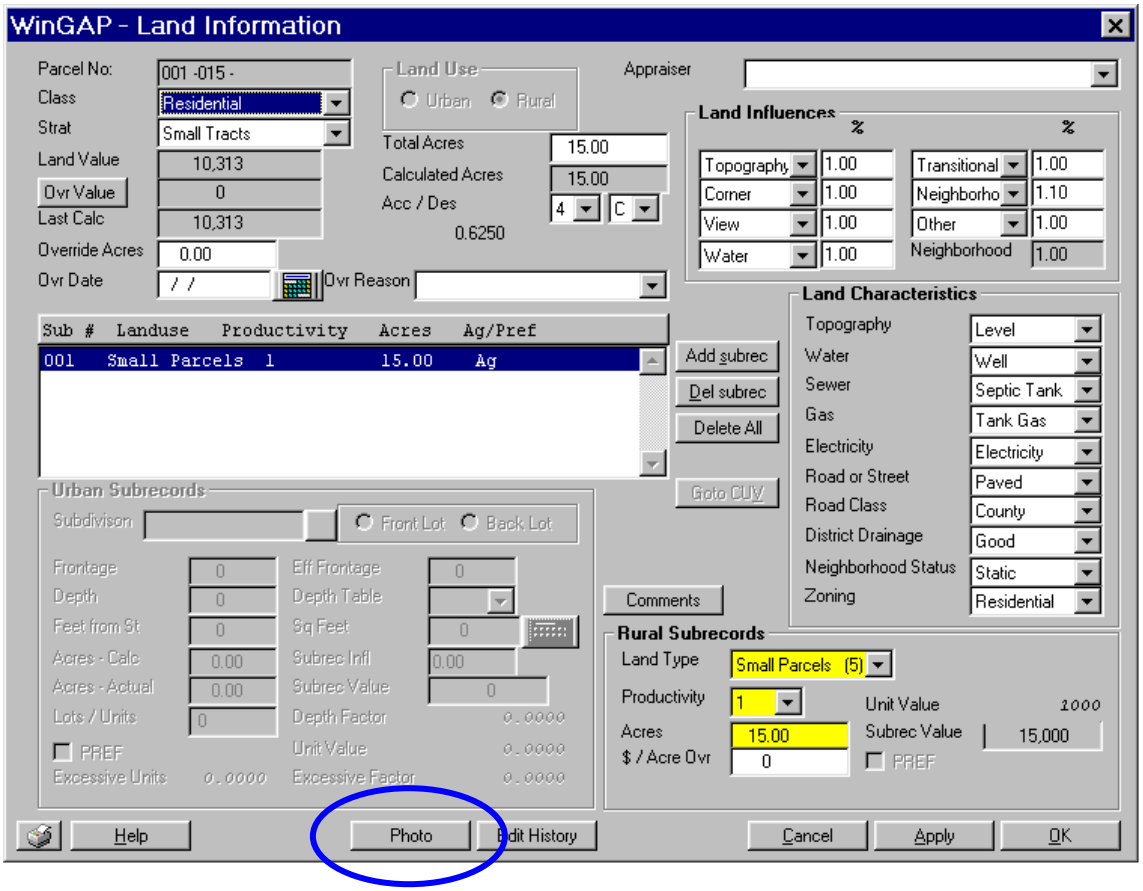
Exiting the Sketch Module

Once all sketches are drawn, the user leaves the Sketch Module by clicking the **Ok** Button, which will save any changes made, and return the user to the Residential or Commercial Improvements Form. The **Sketch** Button can be clicked to return to the Sketch Module if further changes are needed or when more sketches need to be added for this Improvement.

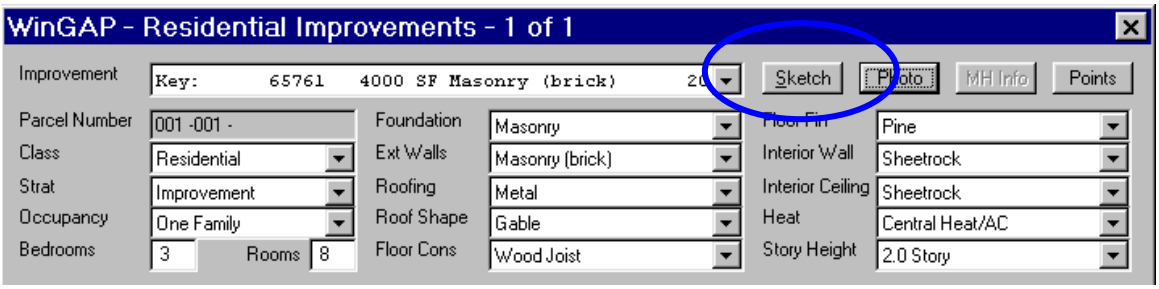
WinGAP Photo Module

The WinGAP Photo Module can be used to display digital photographs of all Real Property Components. The photographs are accessed by clicking on the **Photo** Button located on many of the property component screens in WinGAP as seen below.

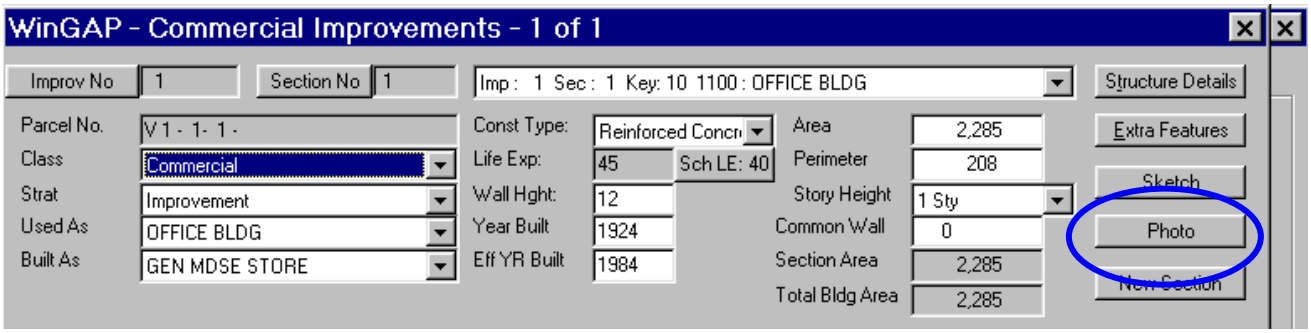
On The Land Information Form:



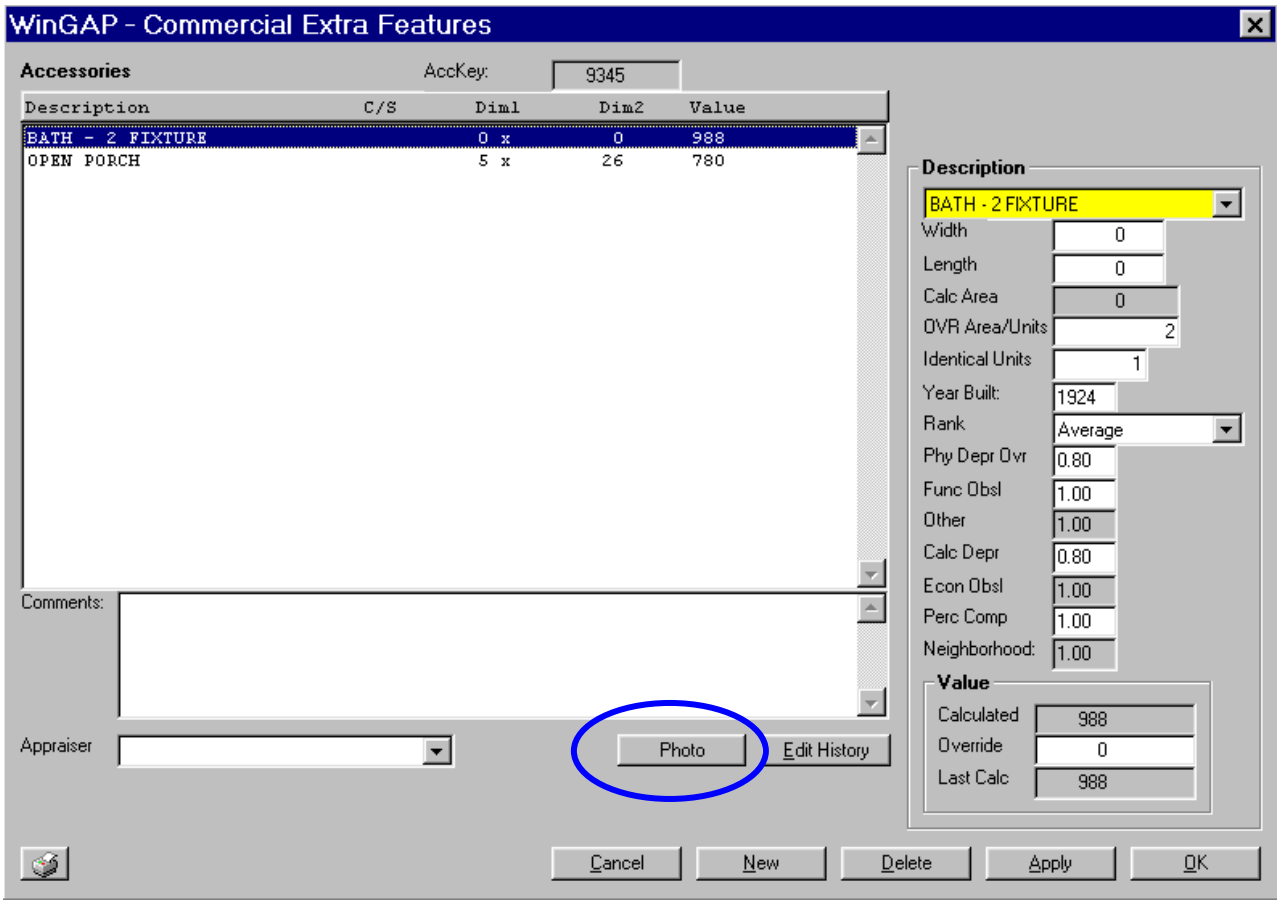
On The Residential Improvements Form:



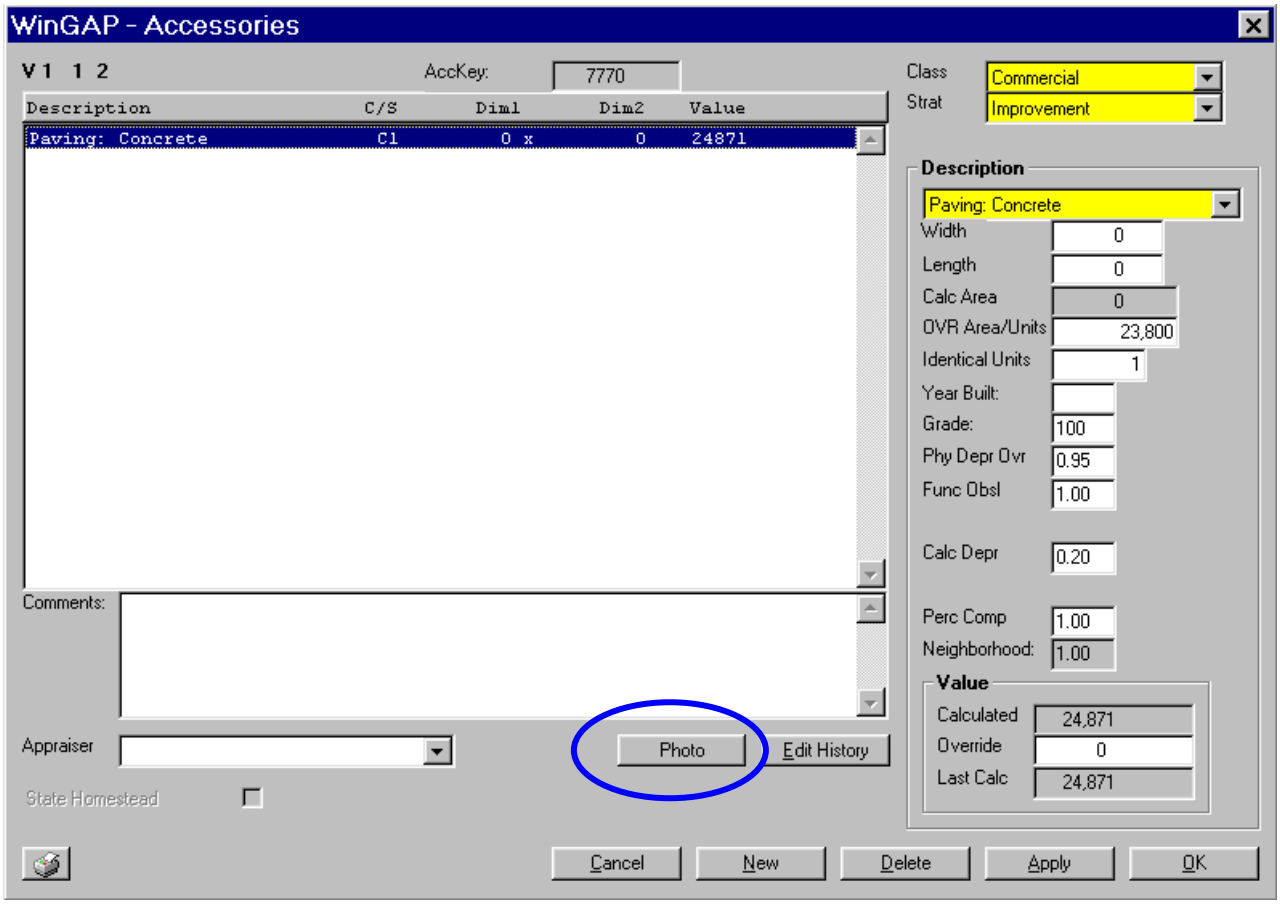
On The Commercial Improvements Form:



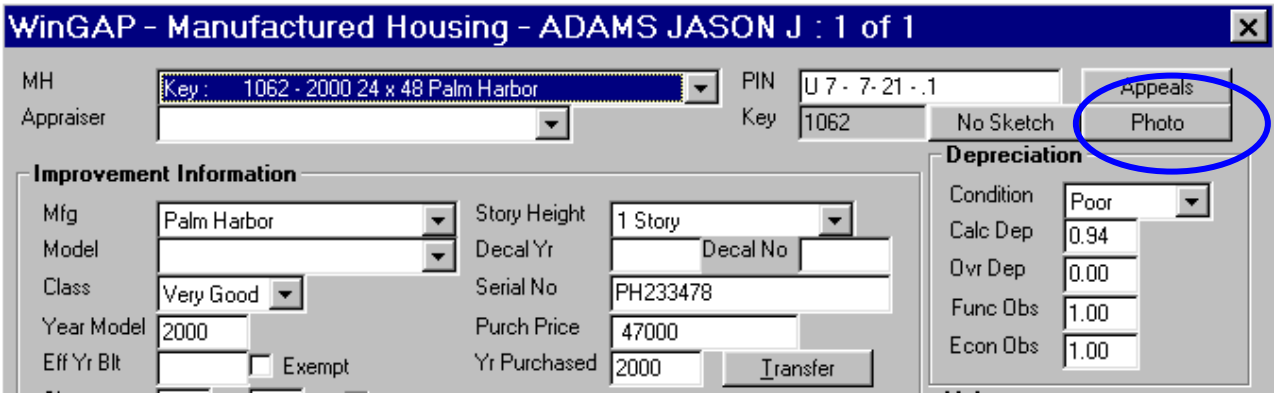
On The Commercial Extra Features Form:



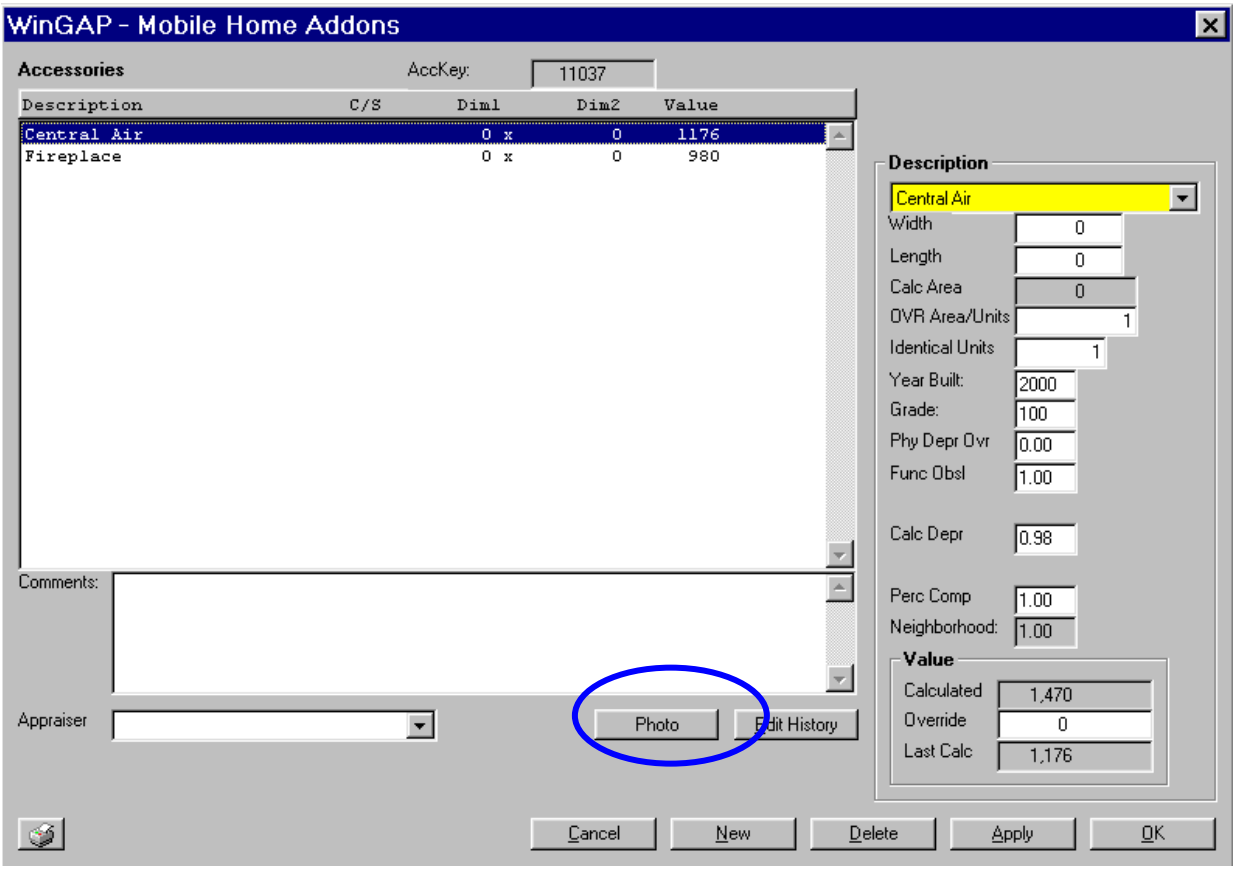
On The Accessory Improvements Form:



On The Prebilled and Non-Prebilled Mobile Homes Forms:



On The Add-Ons to Prebilled and Non-Prebilled Mobile Homes Form:



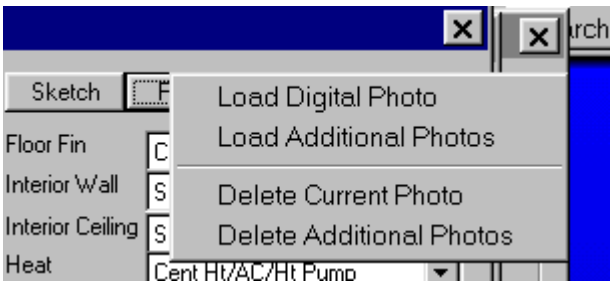
To properly display, photos used in WinGAP should:

- be a .JPG image
- have a pixel size equal to or less than the resolution of the Windows Desktop to properly display the image in the photo viewer, if the user chooses to use the WinGAP viewer; otherwise, any resolution maybe used

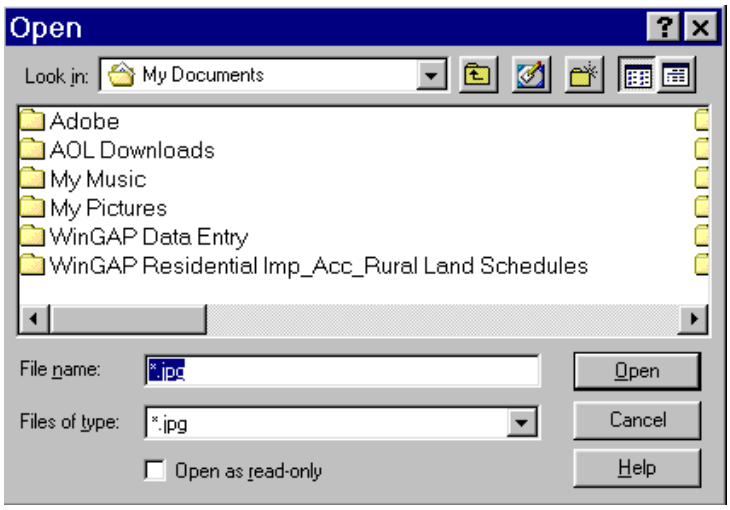
NOTE: When the first photo to a Residential Improvement, Commercial Improvement, Land, etc. is added, WinGAP creates a subfolder within the Program Files\WinGAP folder\Pictures folder (or wherever the Pictures folder is located). The naming convention for the subfolder will be the designated letter or letters for the property component plus the key number, for example, Real13261. The first and any additional photos that are added for any type of property (Land, Improvements, etc.) with this Key number will be placed in this folder. The first photo loaded in this example will be named Real13261.jpg. Additional photos that are added (see the procedures for this below) will have slightly different names, such as Real13261_rear.jpg, Real13261_left.jpg, etc.)

The first digital photograph is attached to the improvement or land record by

- right-clicking on the Photo Button, which will produce the Photo Menu, as seen below.



- to load the first photo for this improvement or land record, the user should left-click on the "Load Digital Photo" message, which will produce the Open dialog box.



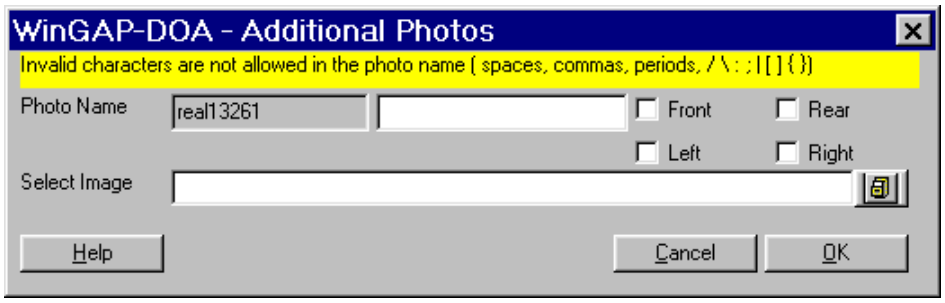
- then click on the Look In combo box
- locate the drive where the digital photos are downloaded from the camera
- navigate to the folder where the downloaded images are stored
- open the folder where the images are stored
- highlight the digital photo for this Mobile Home
- click Open to load the photo
- if successful, the message "Photo loaded successfully" will appear
- if the Photo load process is not successful, WinGAP should be closed and the process attempted again
- if problems persist, contact DOR technical support

Clicking OK on this message will return the user to the Improvement or Land Information Form where the Photo Button can be clicked to view the image. Once a digital photo has been viewed, a star "*" will display to the right of "Photo" on the Photo Button to indicate that a photo has been loaded.

Attaching Multiple Photos

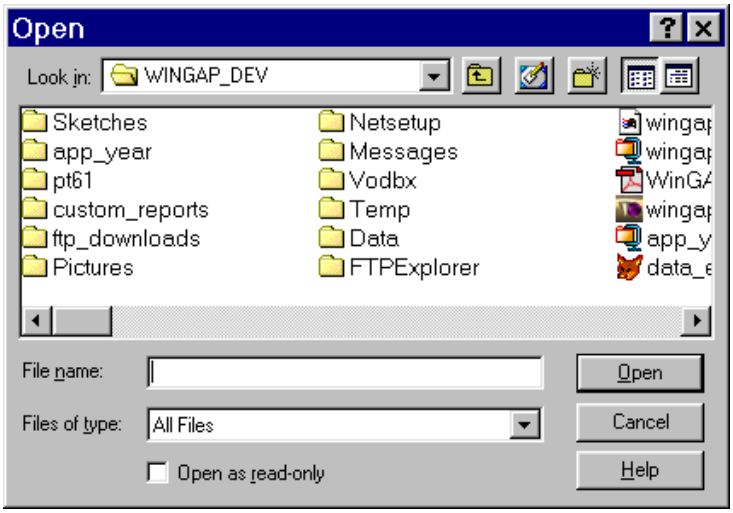
If the user wishes to attach multiple photos of the improvement or land, for example from another angle, the following steps must be taken:

- right click on the Photo button, then left click on the "Load Additional Photos" option.
- WinGAP will produce the Additional Photos Form, as seen below.

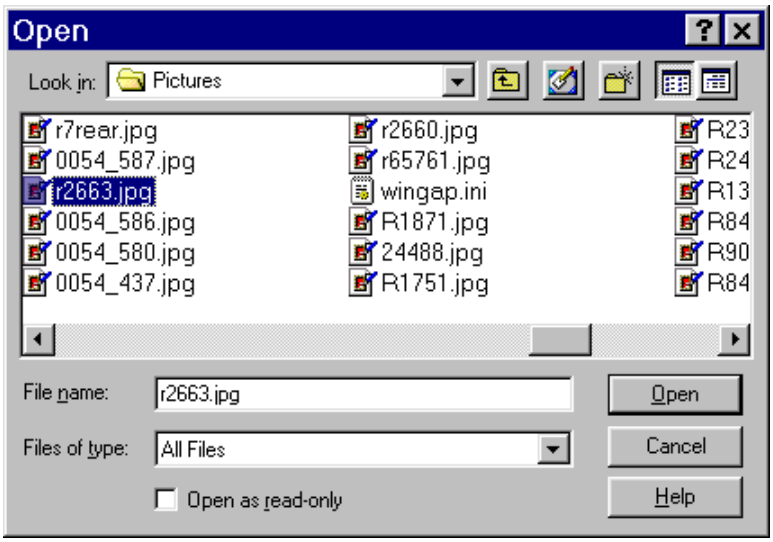


- the user may select from one of the four checkbox options that best describes the additional photo or enter a desired customized description in the field to the right of the WinGAP assigned portion of the Photo Name. When entering a customized description, please note the "invalid character" list. In this example, the Rear checkbox will be selected, as seen on the next page.

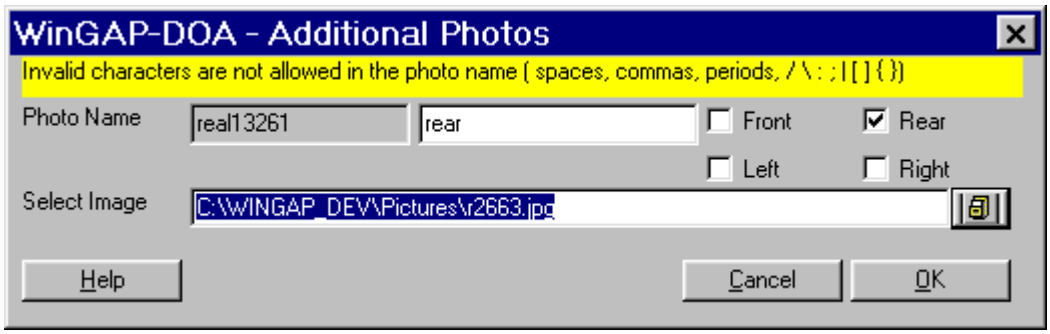
- the Browse button to the right of the Select Image field should be clicked, which will take the user to the WinGAP folder, as seen below.



- the user should double click on the Pictures folder and then select the appropriate photo for the picture, as seen below.

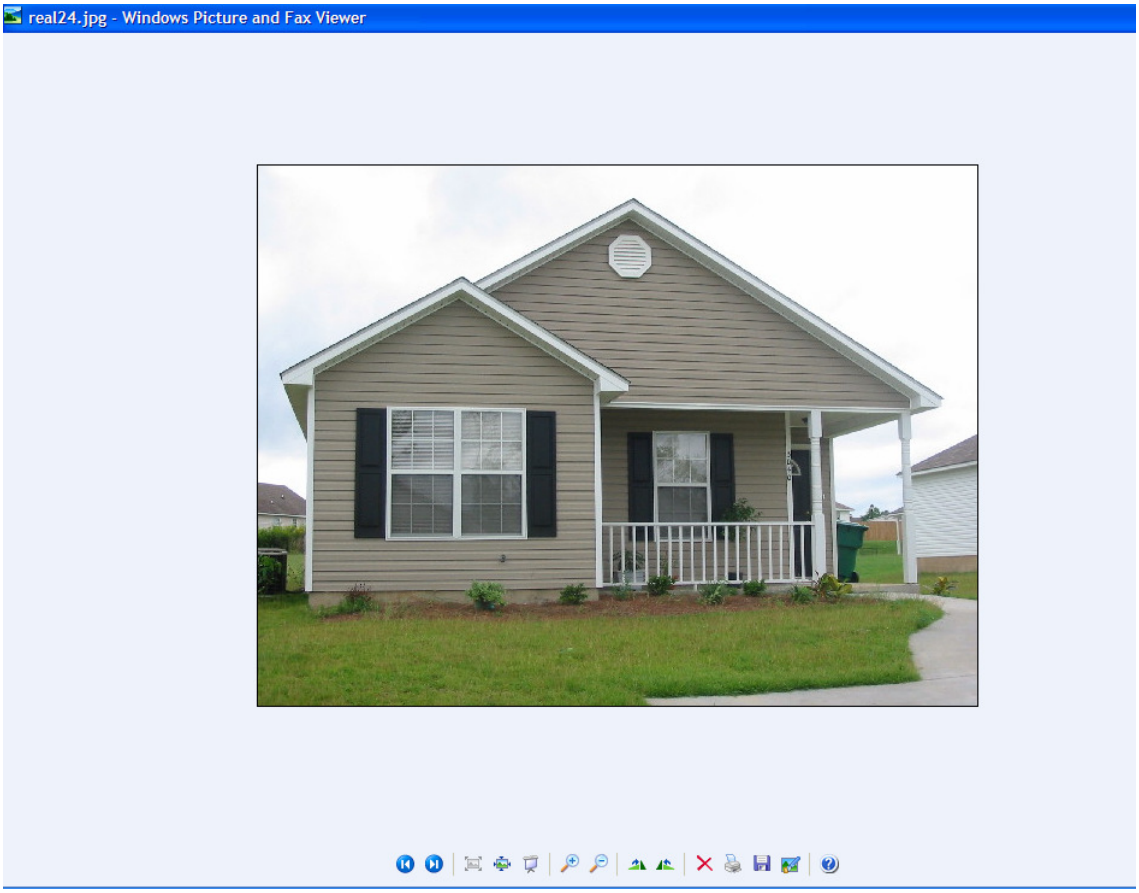


- the Open button should be clicked to select the Photo, and the user will be returned to the Additional Photos Form, as seen below.



- the OK button should be clicked to complete the process of loading this additional photo, and the user should receive the message "Photo loaded successfully". The photo is this example will be named Real13261_rear.jpg. Clicking OK on this message will return the user to the Form the photo was loaded from.
- if the Photo load is not successful, WinGAP should be closed and the process attempted again
- if problems persist, contact DOR technical support

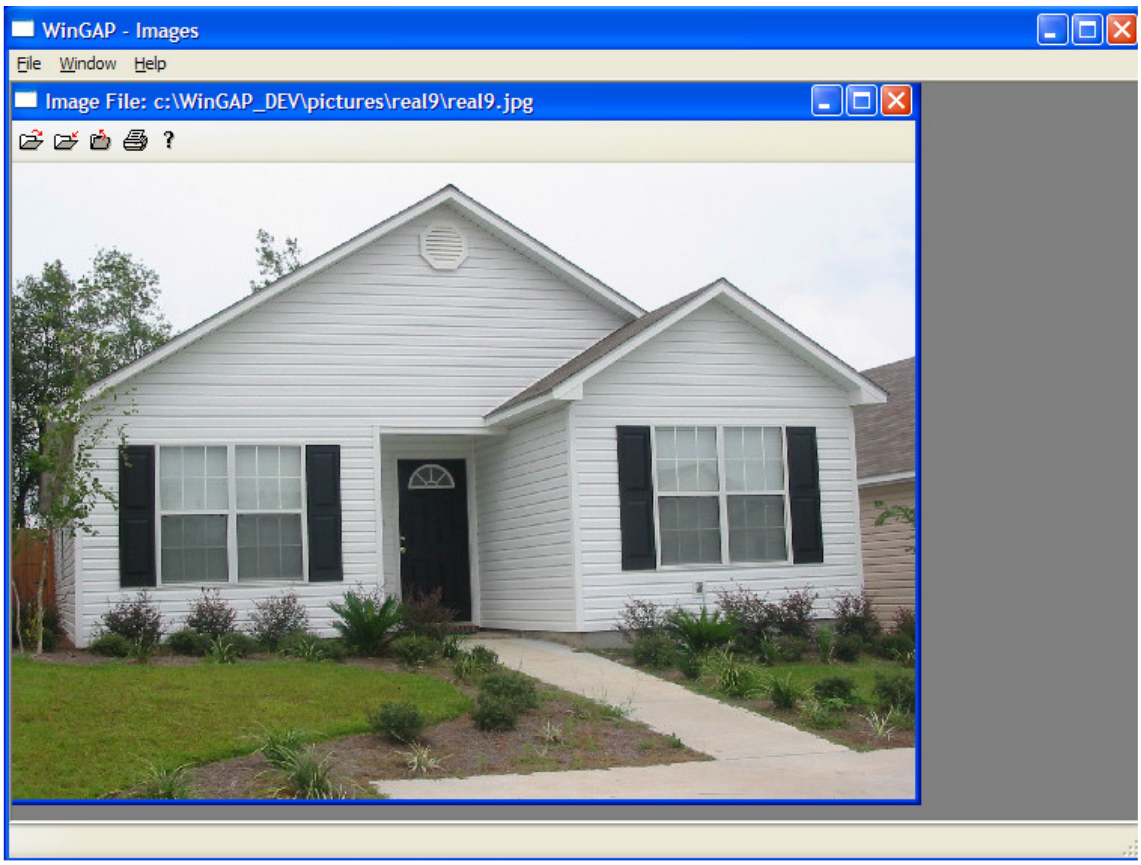
More Photos can be added by repeating the process described above. To view the Photos. the user should click the Photo button, and the first Photo that was loaded will appear. If logins are not enabled, WinGAP will use the default Windows Picture Viewer, such as the Windows Picture and Fax Viewer, as seen in the image below, or Internet Explorer, Paint, etc..



The user can click on the left and right arrows at the bottom of the Windows Picture and Fax viewer to look at other Photos associated with this parcel. Photographs can be printed by clicking on the Printer Button on the photo viewer. The user can exit the photo viewer in several ways: by pressing the Alt/F4 hot-key combination or by clicking on the "X" on the upper right of the photo viewer.

If Logins are enabled, and the user has a checkmark in the "Use Windows Picture Viewer" checkbox on the User Administration Form located in **Tools >> Password Administration**, the default Windows Picture Viewer will be used, as seen in the photo on the previous page.

If Logins are enabled, and the user does not have a checkmark in the "Use Windows Picture Viewer" checkbox on the User Administration Form located in **Tools >> Password Administration**, WinGAP will use the WinGAP Images Viewer to view the Photo, as seen below.



The user can click on File on the WinGAP Images Menu Bar, click Open, navigate to the appropriate subfolder within the WinGAP\Pictures subfolder, and open other photographs, if desired.

Photographs can be printed by clicking on the Printer Button on the upper left of the photo viewer, or by clicking on File on the Menu Bar, followed by Print. The user can exit the photo viewer in several ways: by pressing the Alt/F4 hot-key combination; clicking on File, then Exit; or clicking on the "X" on the upper right of the photo viewer.

Once a digital photo has been viewed, a star will display to the right of "Photo" on the Photo Button to indicate that a photo has been loaded for this Improvement.

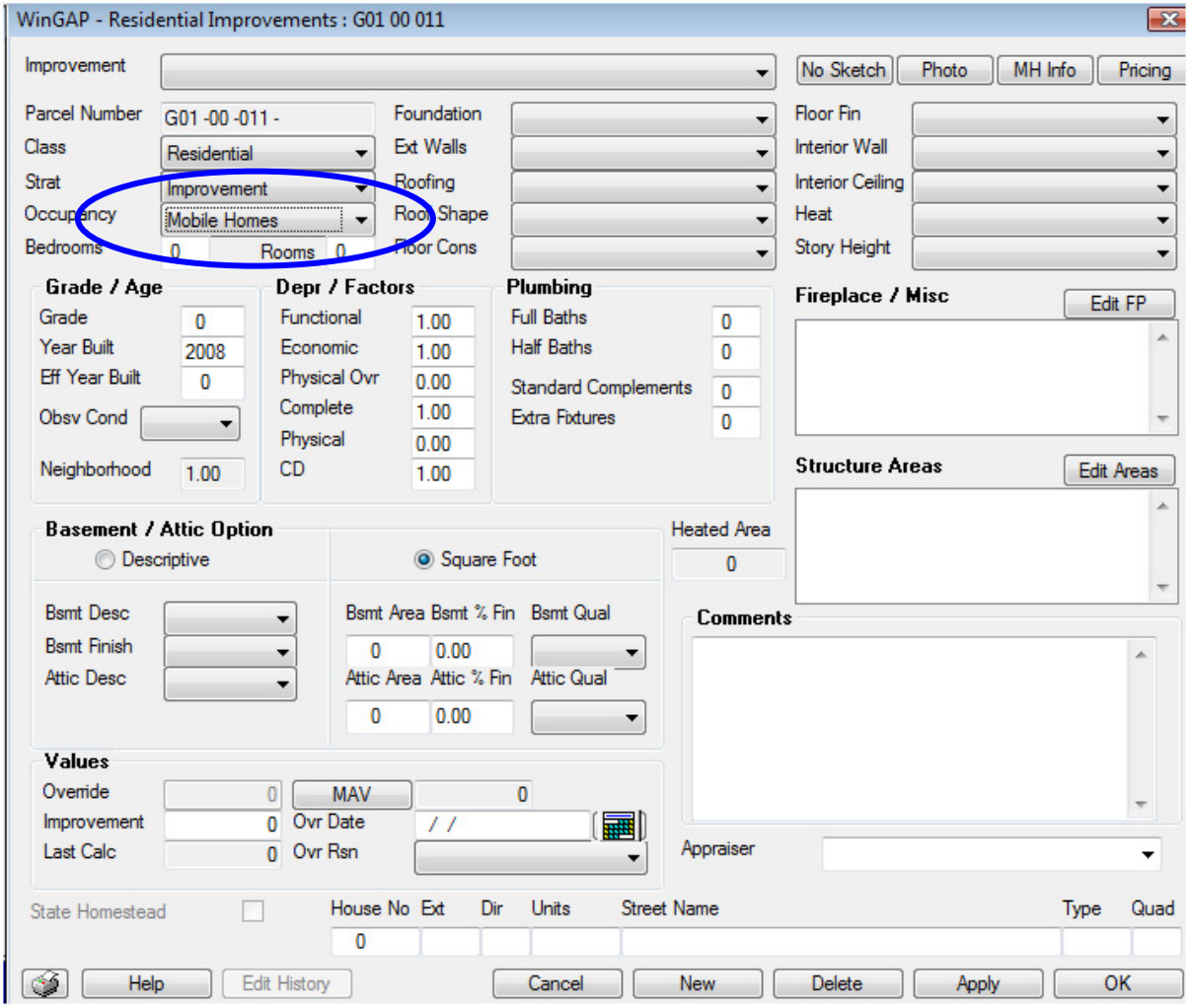
Deleting Digital Photos

The original digital photo can be deleted by right-clicking on the Photo Button and selecting (left-clicking) the "Delete Current Photo" option. The user will receive the message "Photo deleted". If additional photos (Front, Left, Right, or Rear) have been added for this Improvement, these can be deleted by right-clicking on the Photo Button, and selecting (left-clicking) the "Delete Additional Photos" option. A dialog box will appear and the user can select the photo(s)to be deleted. The user will receive the message "Are you sure you wish to send (Photo Name) to the recycle bin?". The Yes option will delete the photo.

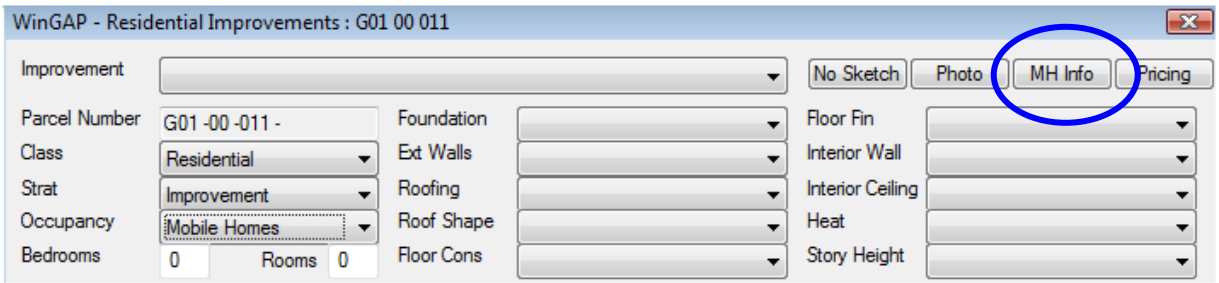
NOTE: If multiple photos are attached, none of these photos will be available for viewing once the original (Current) photograph has been deleted.

Non-Prebilled Mobile Homes Form

The Non-Prebilled Mobile Homes Form is used to add, edit, or delete any Mobile Homes that are considered to be Residential Improvements on the Parcel. The Mobile Home must first be added as a Residential Improvement by clicking the New Button on the Residential Improvements Form. If the Mobile Home is to be priced using the information on the Mobile Homes Form, only the Class, Strat, and Occupancy fields on the Residential Improvement Form need to be selected. **Mobile Home must be selected as the Occupancy type**, as seen below.



Once Mobile Homes has been selected as the Occupancy for the Residential Improvement, it is not necessary to enter the rest of the Residential Improvement information. Also, do not click the Apply Button at this point. Instead, the user should click the **MH Info** Button on the upper right of the Residential Improvements Form, as seen below, to access the Mobile Homes Form, as seen on the next page. The MH Info Button will be "grayed out" and not accessible to the user until Mobile Home is selected in the Occupancy field on the Residential Improvement Form.



Non-Prebilled Mobile Homes and Working with the Moratorium Appraised Value (MAV)

Separation of inflationary (non-allowable) and non-inflationary (allowable) value changes are the same as with Residential and Commercial Improvements

Non-inflationary

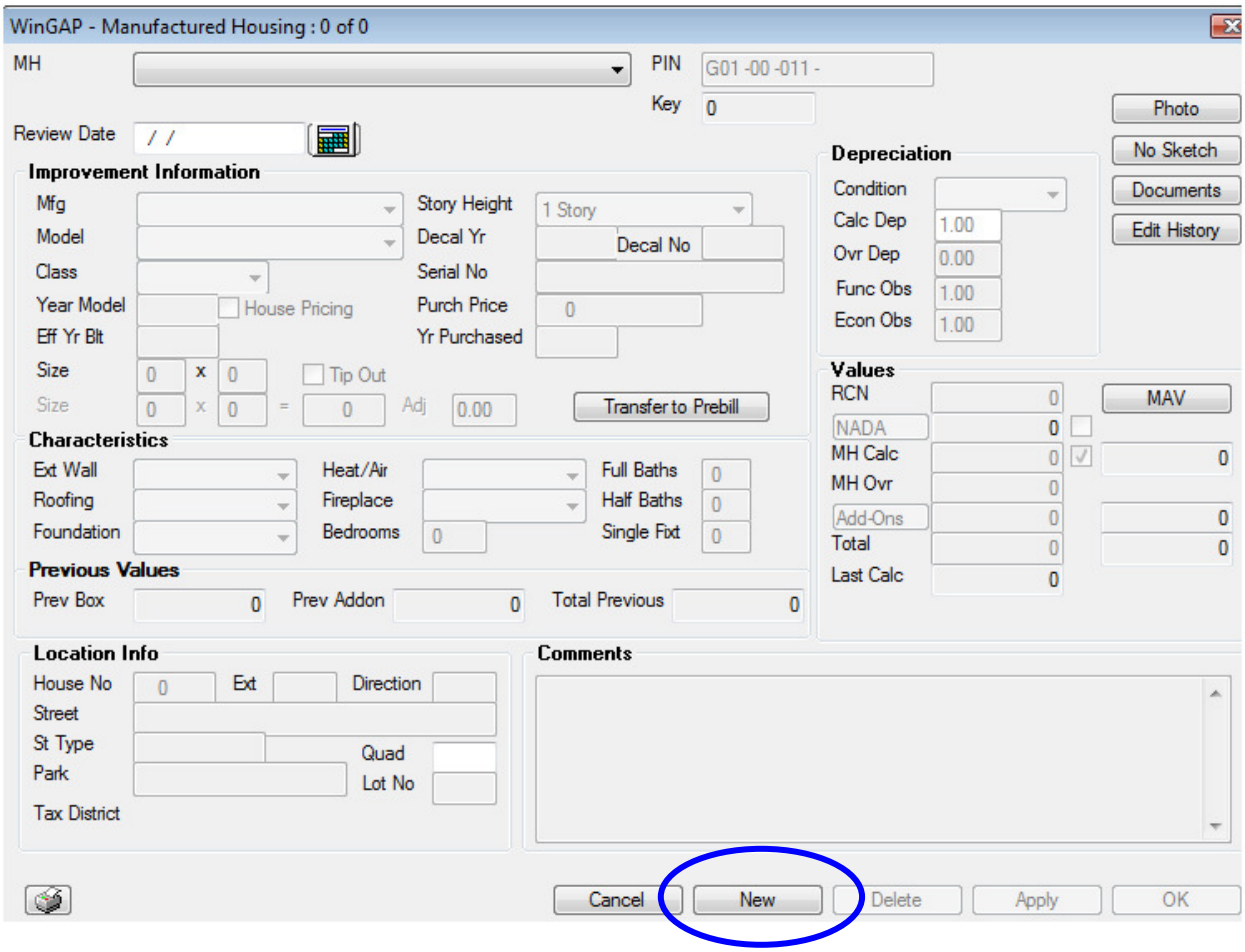
Mfg / Model
Size
Tip Out
Exterior Wall, Roofing
Foundation
Heat, Fireplace
Plumbing
Story Height

Inflationary

Class
Year / Effective Year Built
Condition
Override Depreciation
Functional
Economic
Calculation Method

NOTE: A more comprehensive discussion of how WinGAP handles Mobile Homes and the Moratorium Appraised Value can be found in the section in the Appendix entitled **WinGAP HB 233 Changes and Procedures**.

A discussion of all Non-Prebilled Mobile Homes fields follows. The field sequence is the same as when adding a **NEW** Residential Improvement record. After reaching the Mobile Homes Form, as on all WinGAP data entry forms, the **New** Button must be clicked to begin adding a new Mobile Home record.



At the top of the Form are four fields.

- **MH**: When no Mobile Homes exist on the Improvement, this field is blank. When editing Mobile Homes, the field will display important identifying information about the first Mobile Home on the Improvement, including the

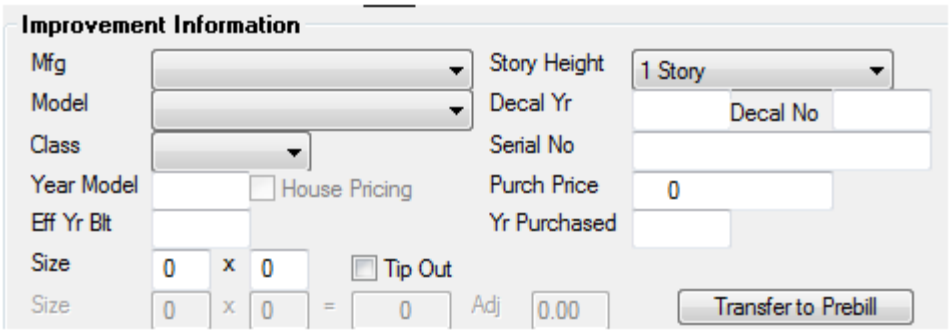
    - Year Built
    - Size
    - Manufacturer
    - Model

  If there is more than one Mobile Home on the Improvement, the user can click on the field combo box to directly access any of the other Mobile Homes on the Improvement without leaving this Form. This field cannot be directly edited by the user.

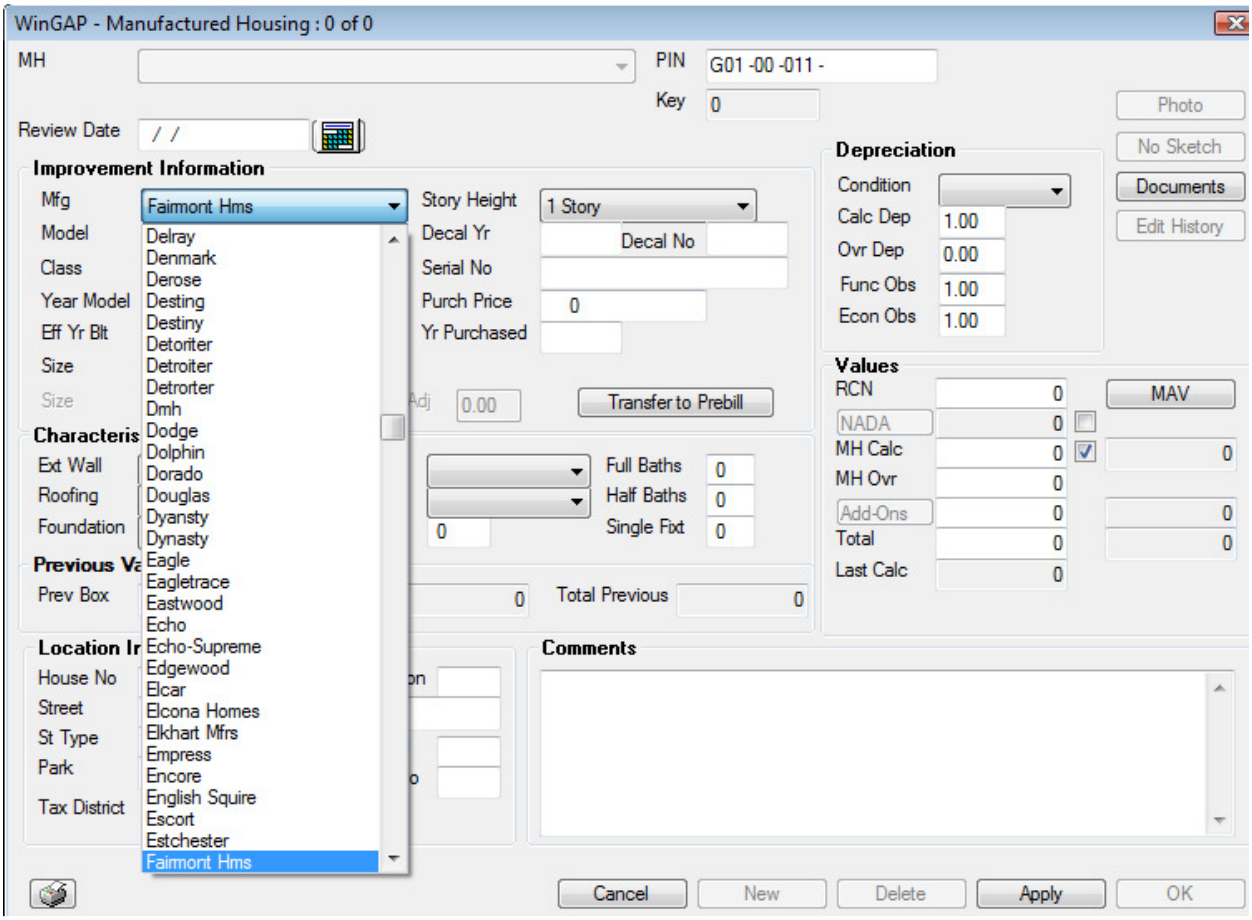
- **PIN**: The Parcel Number where the home is located is displayed in this field. The Parcel Number can be changed by the user if necessary.
- **Key**: The Key field contains the WinGAP Account Number, called Mobilekey, for this Mobile Home. It cannot be changed by the user.
- **Review Date**: The last date that this Mobile Home was reviewed or the date the Mobile Home is scheduled to be reviewed is keyed in the Review Date field. The date can either be keyed or the Calendar Button to the right of the field can be clicked to select and insert the date. As with any date field, the user can also right click in the Review field and select Today from the menu to insert the current date.

To the right of the Parcel Number and Key fields are the **Photo**, **No Sketch** / **Sketch**, and **Edit History** Buttons. Once the Mobile Home record is saved, these Buttons become available to the user and Appeals, Sketches, and a Digital Photo of the Mobile Home can be added. The procedures for using these Buttons are discussed later in this section of the manual.

Improvement Information section

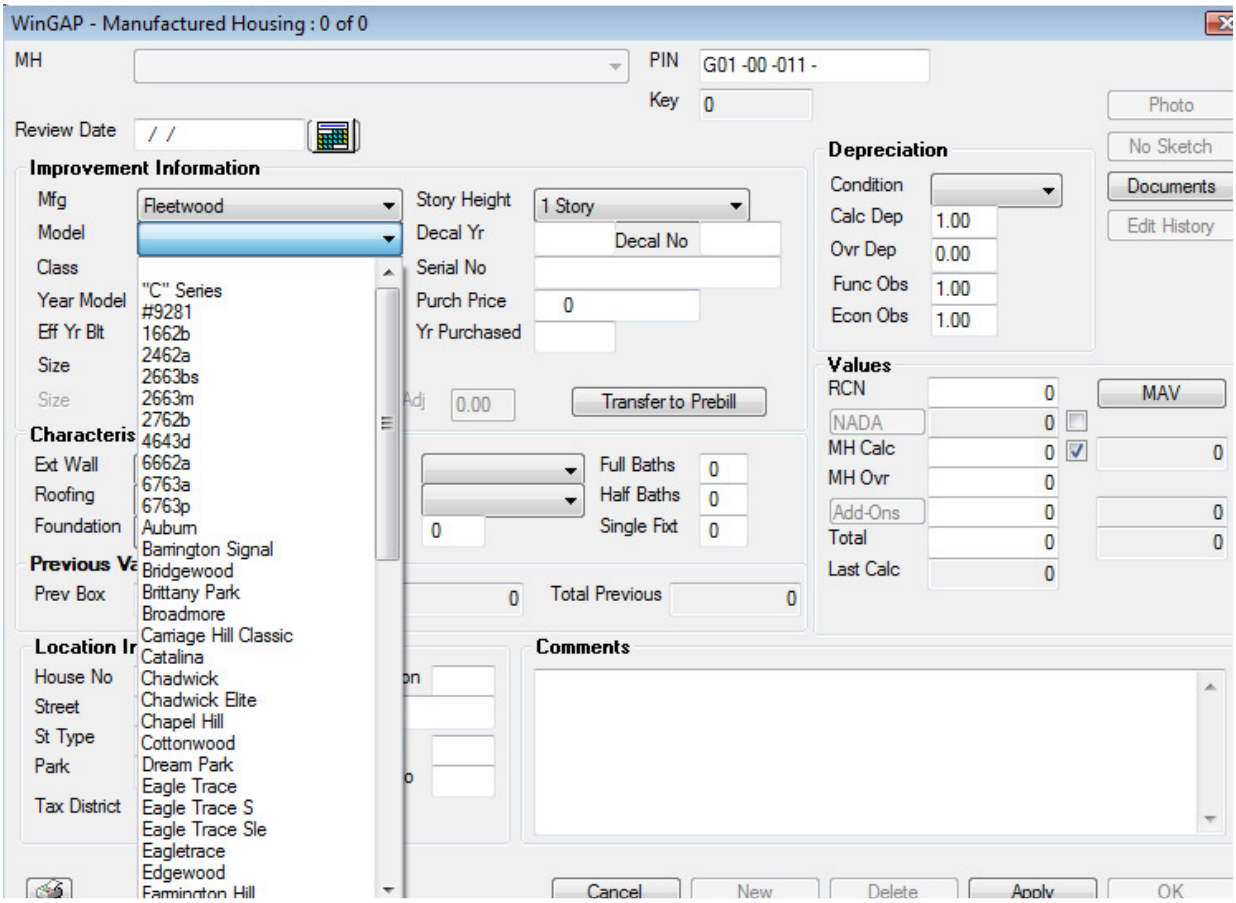


- **Mfg**: The Manufacturer of the Mobile Home, such as Fleetwood or Redman. The user can produce a listing of all Mobile Home Manufacturers by clicking on the combo box, keying the first letter of the name of the Manufacturer, in this case "F", and then using the Arrow or Page Up or Down keys to select the correct Manufacturer name, as seen on the next page.



WinGAP has a pre-built schedule of all Mobile Home manufacturers and the Mobile Home models associated with these Manufacturers located in **Tools >> Schedules / Tables >> Manufactured Housing >> Mfg / Model Listing**. Items in this schedule can be added, edited, or deleted to suit the local County situation. **NOTE:** Mobile Homes cannot be added to the schedule while the user is adding the Mobile Home record to the Parcel. They can only be added in **Tools >> Schedules / Tables >> Manufactured Housing >>Mfg / Model Listing**.

- **Model**: The Model of the Mobile Home, based upon the Manufacturer that was selected. The user can produce a listing of Model types for that Manufacturer by clicking on the combo box and then using the Arrow or Page Up or Down keys to select the correct Model name, as seen on the next page.

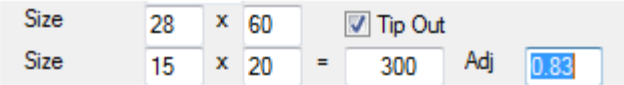


As with the Manufacturer, Mobile Home models can be added, edited, or deleted to suit the local County situation by going to **Tools >> Schedules / Tables >> Manufactured Housing >> Mfg / Model Listing**.

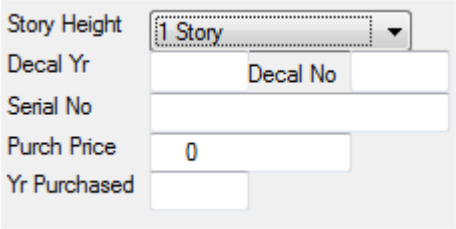
- **Class**: The Class for the Mobile Home is assigned by WinGAP based upon how it is set up for that particular Manufacturer and Model in the schedule located in **Tools >> Schedules / Tables >> Manufactured Housing >> Mfg / Model Listing**. The Class is used in calculating the Replacement Cost New for the Mobile Home. If needed for this particular Mobile Home, the user can select from other available Class choices by either keying the first letter of the Class, such as "A" in Average; clicking on the combo box; or pressing the Down Arrow to select the Class. **Changing the Class is not advised. The Class has been set in the schedules and should not be modified for an individual home. The Class is open to change so the appraiser may observe the effect of the varying classes on value in an effort to determine what Class is appropriate for the schedule entry. The Class should always be changed back to the Class that was brought forward from the schedule**.
- **Year Model**: The Year Model represents the actual year the Mobile Home was constructed. The Year Model is used in calculating the Physical Depreciation Factor and determining both the Mobile Home Calculated Value and the Total Value of the Mobile Home.
- **House Pricing**: A checkmark placed in this checkbox will instruct WinGAP to price the Mobile Home using the information on the Residential Improvement Form instead of using the information on the Mobile Home Form. **If this is done, ALL of the Residential Improvement information must be entered on the Residential Improvement form. The user must also either sketch the Mobile Home or enter the square footage using the Edit Areas button in order to attain a value for the Non-Prebilled Mobile Home**. As mentioned earlier, only the Class, Strat, and Occupancy must be selected on the Residential Improvement Form if the House Pricing checkbox is left blank and the Mobile Home Form information used

for pricing the Mobile Home. The House Pricing field is "grayed out" and not available to the user until the Mobile Home record is saved.

- **Eff Year Built**: The Effective Year Built is used only when the condition of the Mobile Home reflects something different than should be present based on the original year of construction. The Eff Year Built field can be used to effectively increase or decrease the age of a Mobile Home. It is not the year the Mobile Home was remodeled. When present, the Effective Year Built is used in calculating the Physical Depreciation Factor and determining the Mobile Home Calculated Value and the Total Value of the Mobile Home.
- **Size**: Size refers to the Width and Length of the Mobile Home, in feet. The Width of the home must be keyed in the first Size box. Keying values in these fields takes the user to the **Tip Out** checkbox.
- **Tip Out**: If the Mobile Home has heated area that projects out from the basic rectangle of the Mobile Home, the user should click in the Tip Out checkbox to produce the Size and Adjustment fields where this additional area can be entered, again in feet, as seen below.

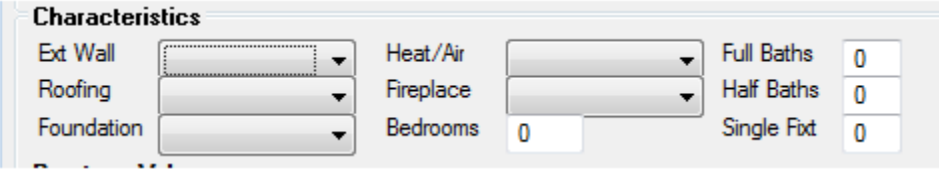


WinGAP will calculate the additional "Tip Out" area. The Adj field is used to enter an adjusting factor for the Tip Out area. The default Adjustment value is 0.83 and can be changed by the user.



- **Story Height**: The story height of the Mobile Home is selected in this field. The user can select from the possible Story Height choices (1, 1 and 1/2, and 2 Story) by clicking on the combo box; or pressing the Down Arrow to select the Story Height. The default is 1 Story.
- **Decal Yr**: The issue year, if known, of the Decal for the Mobile Home is keyed in this field.
- **Decal No**: The Decal Number, if known, of the Mobile Home is keyed in this field. The letters DMVS can be entered in the Decal Number field to identify the Non-Prebilled Mobile Home as having a Certificate of Permanency as determined by the Georgia Department of Motor Vehicle Services.
- **Serial No**: The Serial Number, if known, of the Mobile Home is keyed in this field.
- **Purch Price**: The Purchase Price of the Mobile Home, if known, is keyed in this field. The price is entered in dollars with no commas or decimals.
- **Yr Purchased**: The Year the Mobile Home was purchased, if known, is keyed in this field.

Characteristics section

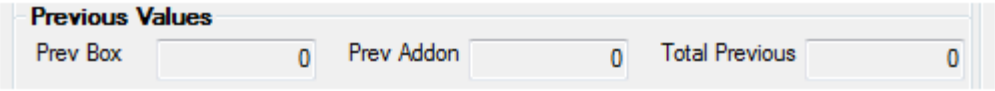


- **Ext Wall**: Ext Wall refers to the type of Exterior Wall of the Mobile Home, such as Vinyl. As in other combo box fields, the user can select from the possible Exterior Wall choices by either keying the first letter of the Exterior Wall, such as "V" in Vinyl; clicking on the combo box to select the Exterior Wall; or pressing the Down Arrow to select the Exterior Wall type. Exterior Wall type $ / square foot adjustments can be used if desired by the appraiser in calculating the value of the Mobile Home. There is no limit to the number of Exterior Wall types that can be set up in **Tools >> Schedules / Tables >> Manufactured Housing >> Exterior Walls.**

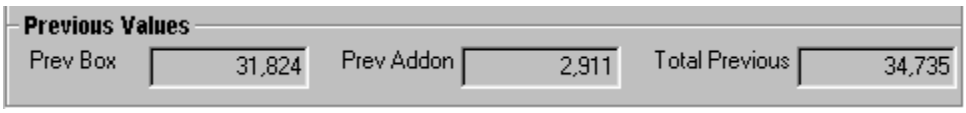
- **Roofing**: The type of Roofing on the Mobile Home, such as Asphalt Shingles, is selected in this field. As in other combo box fields, the user can select from the possible Roofing choices by either keying the first letter of the type of Roofing, such as "A"(key it twice to reach Asphalt Shingles); clicking on the combo box to select the Roofing; or pressing the Down Arrow to select the type of Roofing. Roofing type $ / square foot adjustments can be used if desired by the appraiser in calculating the value of the Mobile Home. There is no limit to the number of Roofing types that can be set up in **Tools >> Schedules / Tables >> Manufactured Housing >> Roofing**.
- **Foundation**: Foundation refers to the supporting Foundation of the Mobile Home, such as Masonry. As in other combo box fields, the user can select from the possible Foundation choices by either keying the first letter of the Foundation, such as "M" in Masonry; clicking on the combo box to select the Foundation; or pressing the Down Arrow to select the Foundation. Foundation type $ / square foot adjustments can be used if desired by the appraiser in calculating the value of the Mobile Home. There is no limit to the number of Foundation types that can be set up in **Tools >> Schedules / Tables >> Manufactured Housing >>Foundation**.
- **Heat/Air**: Heat/Air refers to the type of Heating and/or Air Conditioning used in the Mobile Home. As in other combo box fields, the user can select from the possible Heat/Air choices by either keying the first letter of the Heat/Air type, such as "C" in Central AC; clicking on the combo box to select the Heat/Air type; or pressing the Down Arrow to select the Heat/Air type. Heating and Air Conditioning $ / square foot adjustments can be used if desired by the appraiser in calculating the value of the Mobile Home. There is no limit to the number of Heat/Air types that can be set up in **Tools >> Schedules / Tables >>Manufactured Housing >> Heating / Air**.
- **Fireplace**: The type of Fireplace(s), if any, in the Mobile Home. As in other combo box fields in WinGAP, the user can select from the possible Fireplace choices by either clicking on the combo box to make the selection, or pressing the Down Arrow to select the Fireplace type. Fireplaces are usually valued by the Lump Sum method ($ / Unit) and are used in calculating the value of the Mobile Home, if desired by the appraiser. There is no limit to the number of Fireplace types that can be set up in **Tools >> Schedules / Tables >> Manufactured Housing >> Fireplace**.
- **Bedrooms**: Data entry for Bedrooms is optional, but if used, the number of Bedrooms in the Mobile Home is keyed here.
- **Full Baths**: The number of Full Baths in the Mobile Home is keyed in this field. A Full Bath has a sink, toilet, and bathtub or shower. Lump Sum values can be applied to the value of Plumbing in the Mobile Home if desired by the appraiser.
- **Half Baths**: The number of Half Baths in the Mobile Home is keyed in this field. A Half Bath has a sink and toilet. Lump Sum values can be applied to the value of Plumbing in the Mobile Home if desired by the appraiser.
- **Single Fixt**: The number of Bathrooms with only one Fixture is keyed in this field. Lump Sum values can be applied to the value of Plumbing in the Mobile Home if desired by the appraiser.

Previous Values section

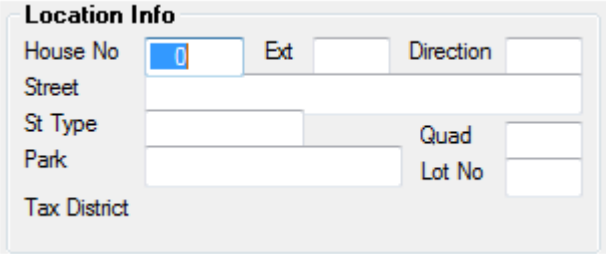
When adding a new Mobile Home, the values in the Previous Values section will be zero, as seen below. These fields are not accessible to the user.



After the MH Yearend Cleanup process has been run, Previous Values will display in these fields and represent the respective values of the manufactured home on the last submitted digest.

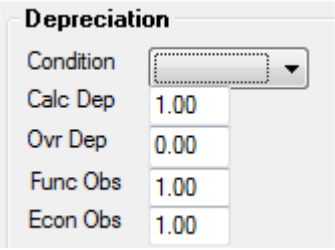


Location Info section



- **House No**: The first of the **Location Info** fields is where the House Number that has been assigned to the Mobile Home for location and address purposes is keyed.
- **Ext**: If the street address contains an extension such as A, 1/2, etc., it should be keyed here.
- **Direction**: The direction (North, Southeast, etc.) of the street.
- **Street**: The name of the Street or Road where the Mobile Home is located. 25 characters of street information can be keyed into this field.
- **St Type**: The Type of Street, such as Road, Drive, Hwy, Lane, etc., is keyed here.
- **Quad**: The post-direction used in the Street Address, such as 123 Smith St NW. The NW is the Quad.
- **Park**: If the Mobile Home is located in a Mobile Home Park, the name of the Park is keyed into this field.
- **Lot**: If the Mobile Home is located in a Mobile Home Park, the Lot Number in the Park is keyed into this field.
- **Tax District**: This field is not available for a Non-Prebilled Mobile Home.

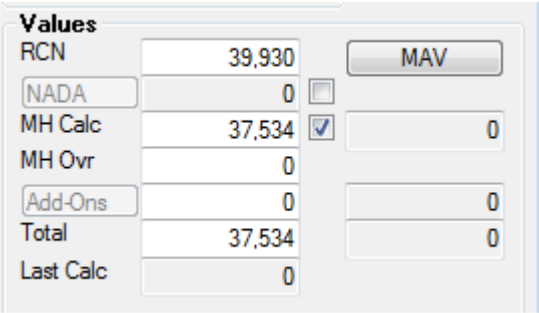
Depreciation section



- **Condition**: The Condition represents the appraiser's judgment call in determining the physical condition of the Mobile Home. The Condition is used in calculating the Physical Depreciation Factor for the Improvement. As in other combo box fields, the user can select from the possible Condition choices by either keying the first letter of the Condition, such as "A" in Average; clicking on the combo box; or pressing the Down Arrow to select the Condition. There is no limit to the number of Condition types that can be set up in **Tools >> Schedules / Tables >> Manufactured Housing >> Condition**.
- **Calc Dep**: The WinGAP Calculated Depreciation displays in this field. It is based upon the Life Expectancy of the Mobile Home (as set up in the Manufacturer/Model Table), the Year Built (or Effective Year Built), and the Condition of the Mobile Home. The Calculated Depreciation will display even if there is an entry in the Override Depreciation field. The Calculated Depreciation field is accessible to the user but the value cannot be changed.
- **Ovr Dep**: The Ovr Dep (Override Depreciation) field is used to override the Calculated Depreciation performed by WinGAP. The field defaults to 0.00 (zero) and should remain at this value unless the appraiser wishes to apply a set Override Depreciation for the Mobile Home.
- **Func Obs**: Func Obs (Functional Obsolescence) is a numerical assignment representing the appraiser's judgment of the % good with regards to functional obsolescence. For example, a Mobile Home determined by the appraiser to have functionally depreciated by 20% would be 80% good, and .80 would be keyed in the Functional Obsolescence field. The range can be from .01 to 9.99. The default is 1.00. There must be an entry in the Functional Obsolescence field. A value of 0.00 will result in a zero value for the structure.
- **Econ Obs**: Econ Obs (Economic Obsolescence) is a numerical assignment representing the appraiser's judgment of how the economic area that the Mobile Home is located in has affected the value of the Mobile Home. For example, a Mobile Home located near a trash dump or chicken rendering plant and determined by the appraiser to have economically depreciated by 30% would be 70% good, and .70 would be keyed in

the Economic Obsolescence field. The range can be from .01 to 9.99. The default is 1.00. There must be an entry in the Economic Obsolescence field. A value of 0.00 will result in a zero value for the structure.

Values section



From the Depreciation section of the Form the user is taken to the Values section. The Values section is divided into two columns: the **RCN / NADA Values** column, and the **MAV Button / Fields** column. A discussion of the fields and buttons in this section follows.

RCN / NADA Values

- **RCN**: The RCN, or Replacement Cost New, field in the Values section displays the calculated Mobile Home Value BEFORE Depreciation is applied. This field is not accessible to the user.
- **NADA Button**: The **NADA** Button allows the user to set and use a NADA (market) value for the Mobile Home instead of the WinGAP calculated replacement cost value. Procedures for using the NADA Button are discussed below in the NADA Button section.
- **MH Calc**: The MH Calc, or calculated Mobile Home Value, field displays the calculated Mobile Home Value AFTER Depreciation is applied. This field is not accessible to the user. A checkmark will appear in the checkbox to the right of the MH Calc field, the default value, signifying that the MH Calc value will be used as the digest value for the Mobile Home unless the NADA value is selected instead.
- **MH Ovr**: The MH Ovr, or Mobile Home Override Value, represents an assigned value for the Mobile Home. This value does not include additions. Any value assigned to additions will be added to the MH Ovr value. An entry in this field overrides all Mobile Home calculations.
- **Add-Ons**: The total value of any Add-Ons, or appendages, to the Mobile Home will display in this field. Add-Ons are added, edited, and deleted by clicking on the **Add-Ons** Button on the top right of the Mobile Homes Form. The Add-Ons Button is "grayed out" until the Apply Button is clicked on the Mobile Homes Form. The Add-Ons field is not accessible to the user.
- **Total**: The Total value of the Mobile Home is the sum of the Mobile Home Calculated Value or the MH Ovr value, if present, plus the Add-Ons Value.
- **Last Calc**: If a change is made to any of the Mobile Home information that affects the Value, the Last Calc field will display the previous calculated Mobile Home Value, and the Total field will display the new calculated value. However, once the Apply Button is clicked and the user remains on the Mobile Homes Form, or clicks the OK Button and leaves the Form, the new Mobile Home value will display in both the Last Calc and Total fields on the Mobile Homes Form.

MAV Button / Fields

- **MAV**: Below the MAV button are three fields that hold the WinGAP generated Moratorium Appraised Value for the following:
    - The MAV for the Mobile Home itself. A value will appear in the Mobile Home MAV field after the Apply button on the Mobile Homes Form is clicked.
    - The Total MAV for Add-Ons to the Mobile Home. A value will appear in the Total Add-On MAV field after Add-Ons are added on the Add-On Form and the user returns to the Mobile Homes Form.
    - The Total MAV for the Mobile Home and any Add-Ons. A value will appear in the Total MAV field after the Apply button on the Mobile Homes Form is clicked.

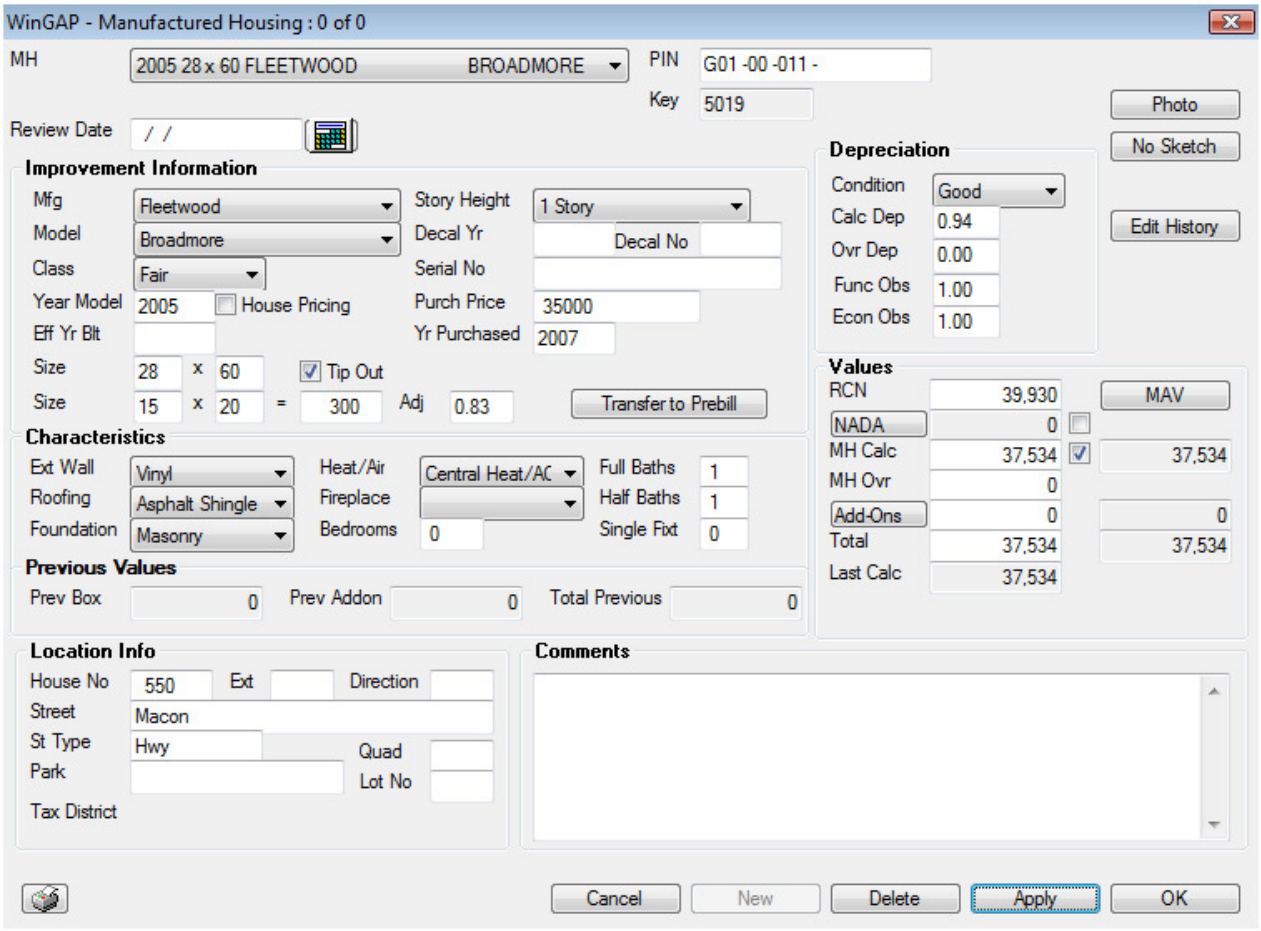
Should the MAV for the Mobile Home need to be changed by the user, the MAV Button should be clicked to manually edit this value. The following should be noted when entering a value in this field:

- Values keyed via the MAV Buttons are not monitored
- Keyed MAV values are permanent only for that screen session
- Any future changes to the property could modify MAV

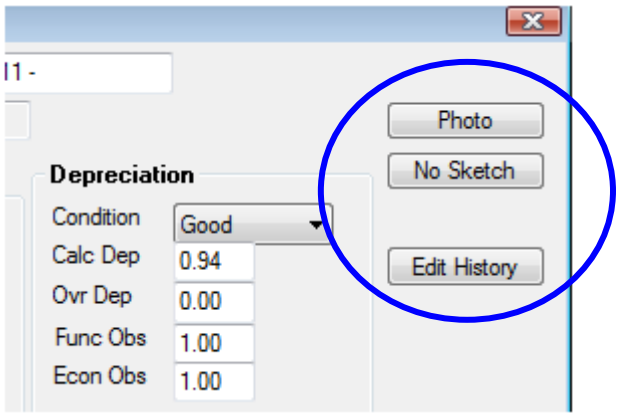
Comments section

From the Values Section the user is taken to the Comments field, where unlimited comments about the Mobile Home can be entered.

At the conclusion of entering information about the Mobile Home, the user should click the **Apply** Button at the bottom of the Mobile Homes Form to make sure that all data entry on the Form is saved, as seen on the next page, before adding another Mobile Home or adding any Add-Ons to the Mobile Home, covered later in this section of the manual. If no other tasks are to be performed on this Mobile Home, the **OK** Button may be clicked in lieu of the **Apply** Button to save the information and close the screen.



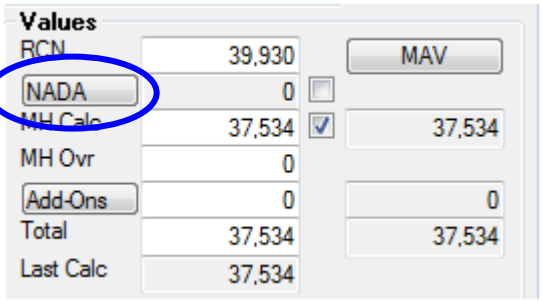
Property Activities Buttons



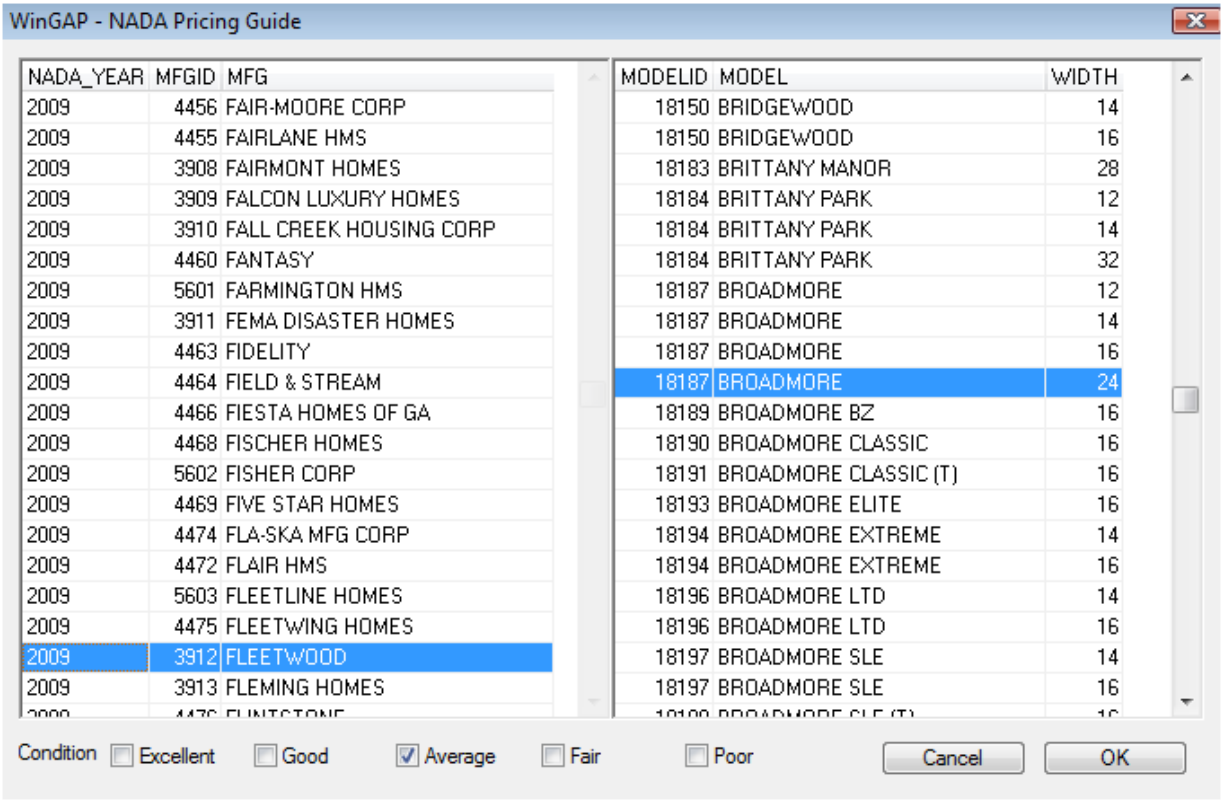
After the Apply Button is clicked, the Photo, Sketch / No Sketch, and Edit History buttons become available to the user. A Digital Photo of the Mobile Home can be added, and the Mobile Home can be sketched, if desired, just as in Residential and Commercial Improvements. The procedures for using these buttons are discussed later in this section of the manual.

NADA Button

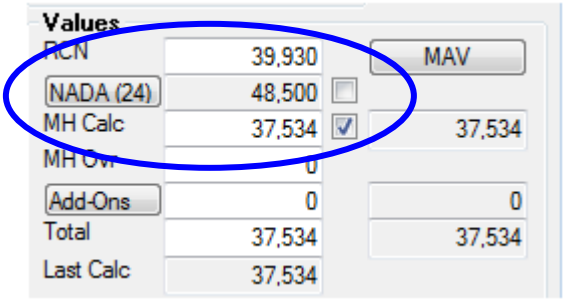
If the County prefers to price a Mobile Home by market instead of the Cost Approach to value, the nationally recognized NADA Pricing Guide market values can be used. This is done by clicking the NADA Button, located in the Values section of the Mobile Homes Form, as seen below. The NADA Button is not available until the Apply Button is clicked.



Clicking the NADA Button takes the user to the NADA Mfg Housing Pricing Guide Form, which will default to the Manufacturer, Model, and Condition of the Mobile Home, as seen below. If an exact match is not found, the user may scroll through the selections to make the proper choice.



If these are the correct choices for this Mobile Home, the user should then select the proper Condition by clicking the box to the left of one of the five options. Average is the default selection. After the Condition is selected, the user can click the OK Button on the Pricing Guide Form, and the NADA Market Value will appear in the NADA Value field on the Mobile Homes Form, as seen on the next page. The number in parentheses on the NADA button that appears after the NADA button is clicked and the NADA choice made for the Mobile Home refers to the NADA Valid Width for that particular Mobile Home.

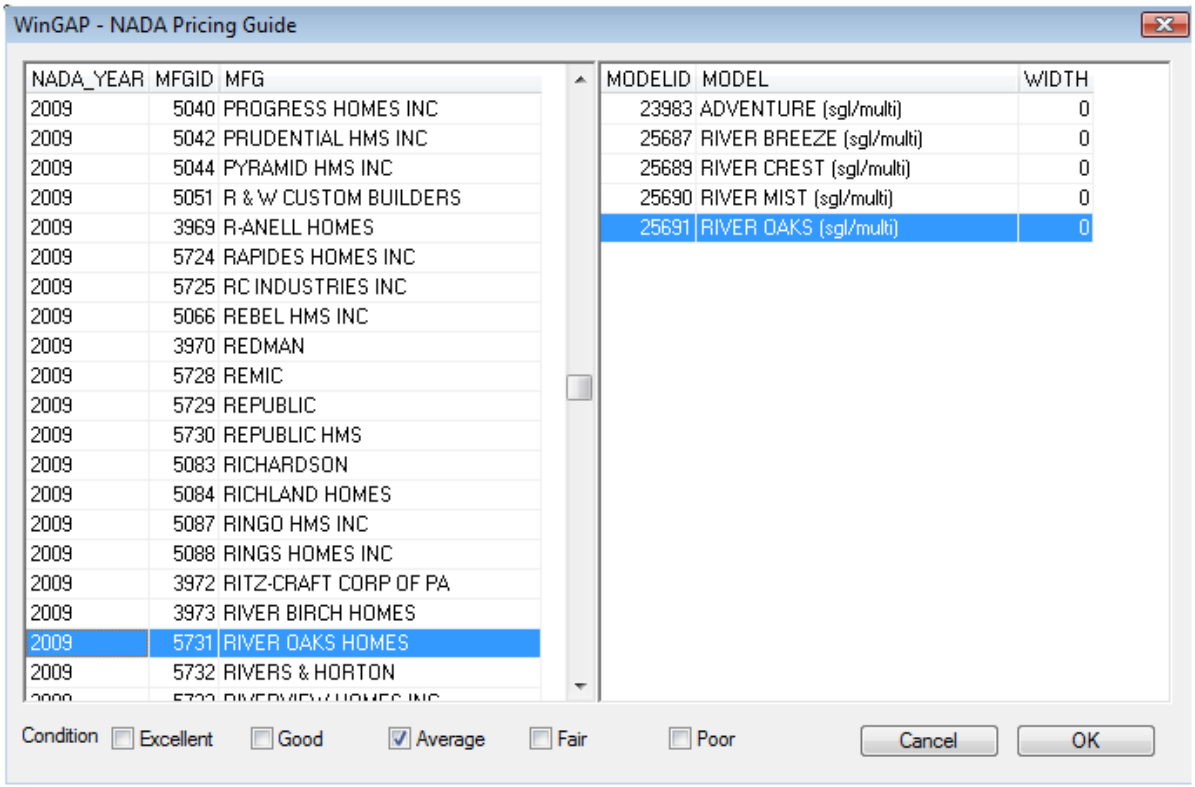


A choice can now be made as to whether the NADA market value or the WinGAP calculated value of the Mobile Home is to be used for the digest. If the NADA value is the choice, the user should click in the checkbox to the right of the NADA value field to make that selection. If the WinGAP calculated value is to be used, the checkmark should be retained in the field to the right of the MH Calc value.

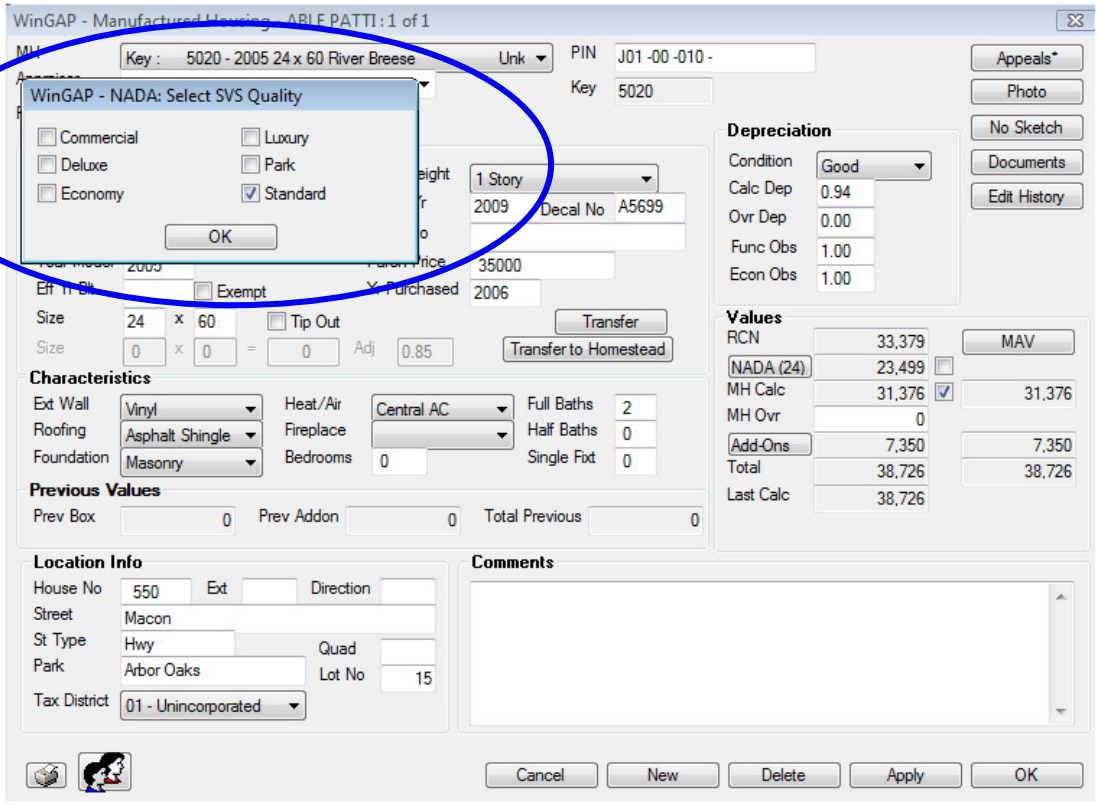
NOTE: If the NADA market value is selected, a statewide adjustment as indicated by NADA will be applied to the NADA values. The values in the NADA schedule tables are not adjusted; instead, the adjustment is applied as the value for the Mobile Home is calculated.

Add NADA Manufacturer / Model

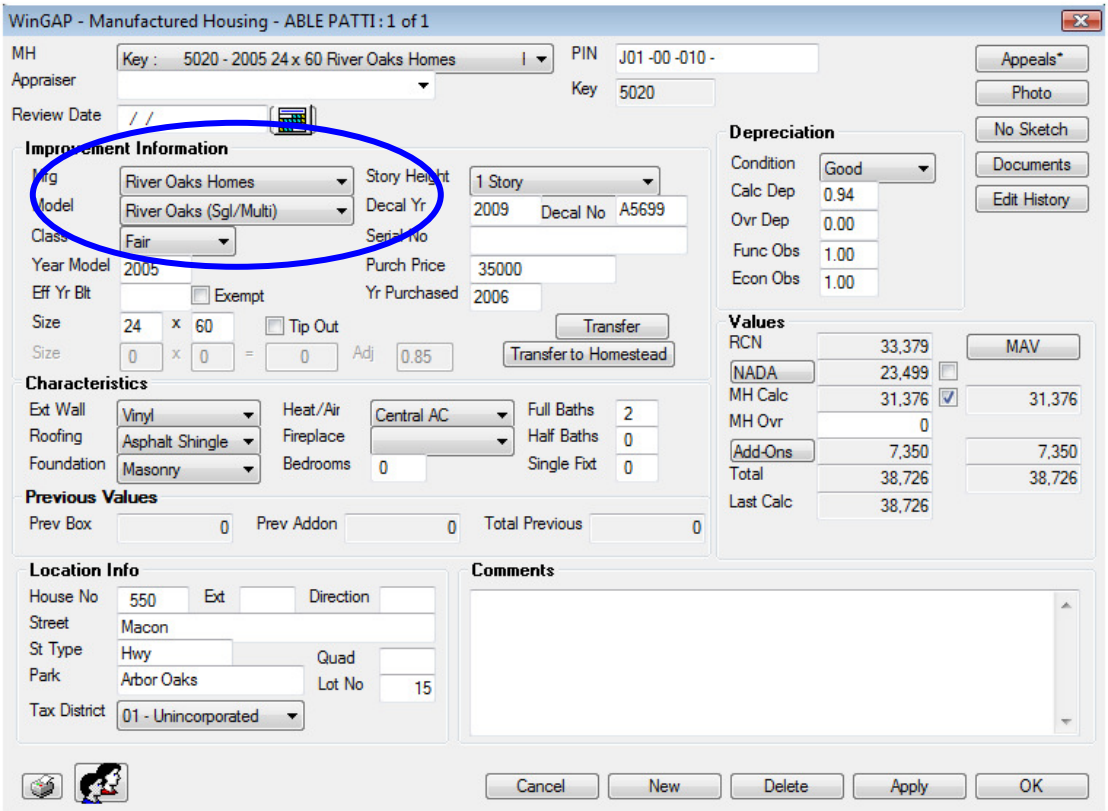
Occasionally, when the NADA schedules are used to value a Mobile Home, WinGAP cannot find in the NADA schedules the Manufacturer / Model selected by the user on the Manufactured Housing Form. When the user clicks the NADA button to value the Mobile Home, WinGAP will display the closest NADA match to that Manufacturer / Model, as shown below.



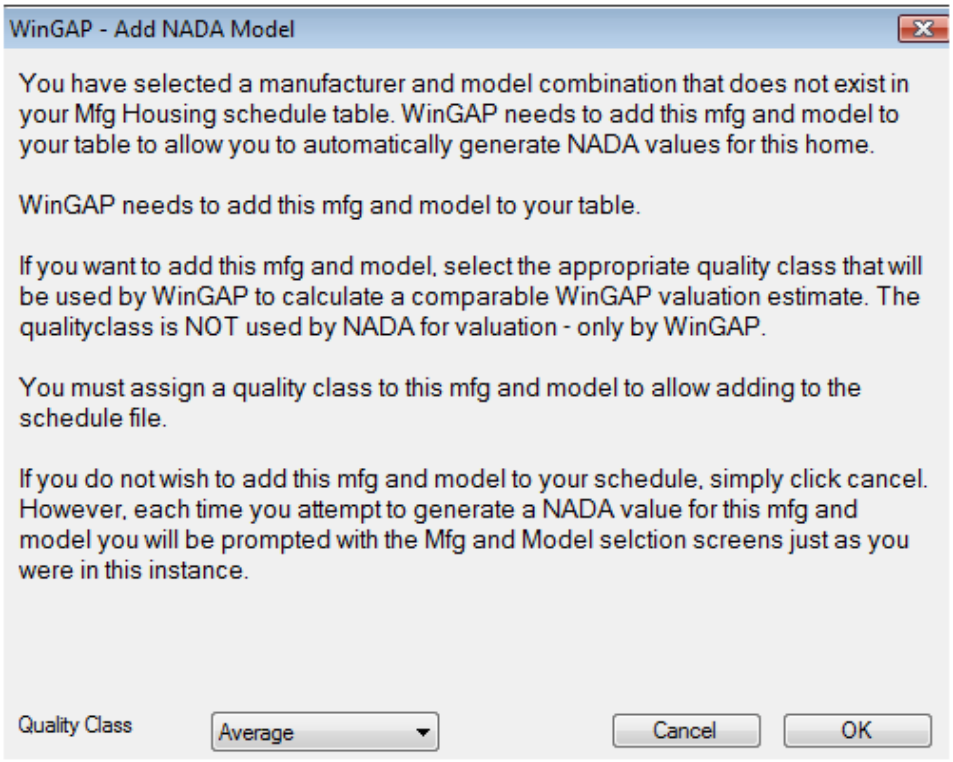
If these are the correct choices for this Mobile Home, the user should then select the proper Condition by clicking the box to the left of one of the five options. Average is the default selection. After the Condition is selected, the user can click the OK Button on the NADA Pricing Guide Form, and the user is returned to the Manufactured Housing Form., as seen on the next page.



If the home is categorized as an SVS valuation home, a window will appear in the upper left of the Manufactured Housing Form, and the user should select the correct NADA SVS Quality Class for this Mobile Home by clicking in the appropriate Quality Class checkbox and then clicking the OK button. The user will be returned to the Manufactured Housing Form, and the Mobile Home Manufacturer / Model the user selected from the NADA Schedule will now appear in the Manufacturer / Model fields on the Form, as seen below.

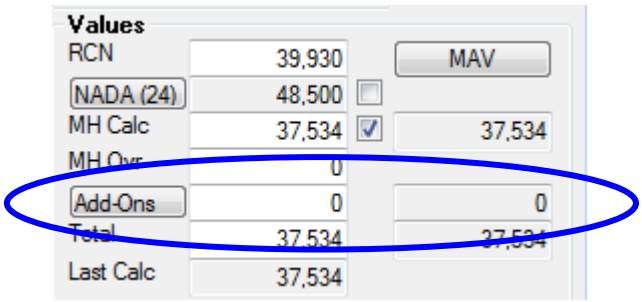


When the user clicks the OK button on the Manufactured Housing Form and attempts to exit, another screen will appear, as seen below, prompting the user to add the NADA Manufacturer / Model schedule item that was just selected to the WinGAP Mobile Home Manufacturer / Model schedule (mobmfgta.dbf).

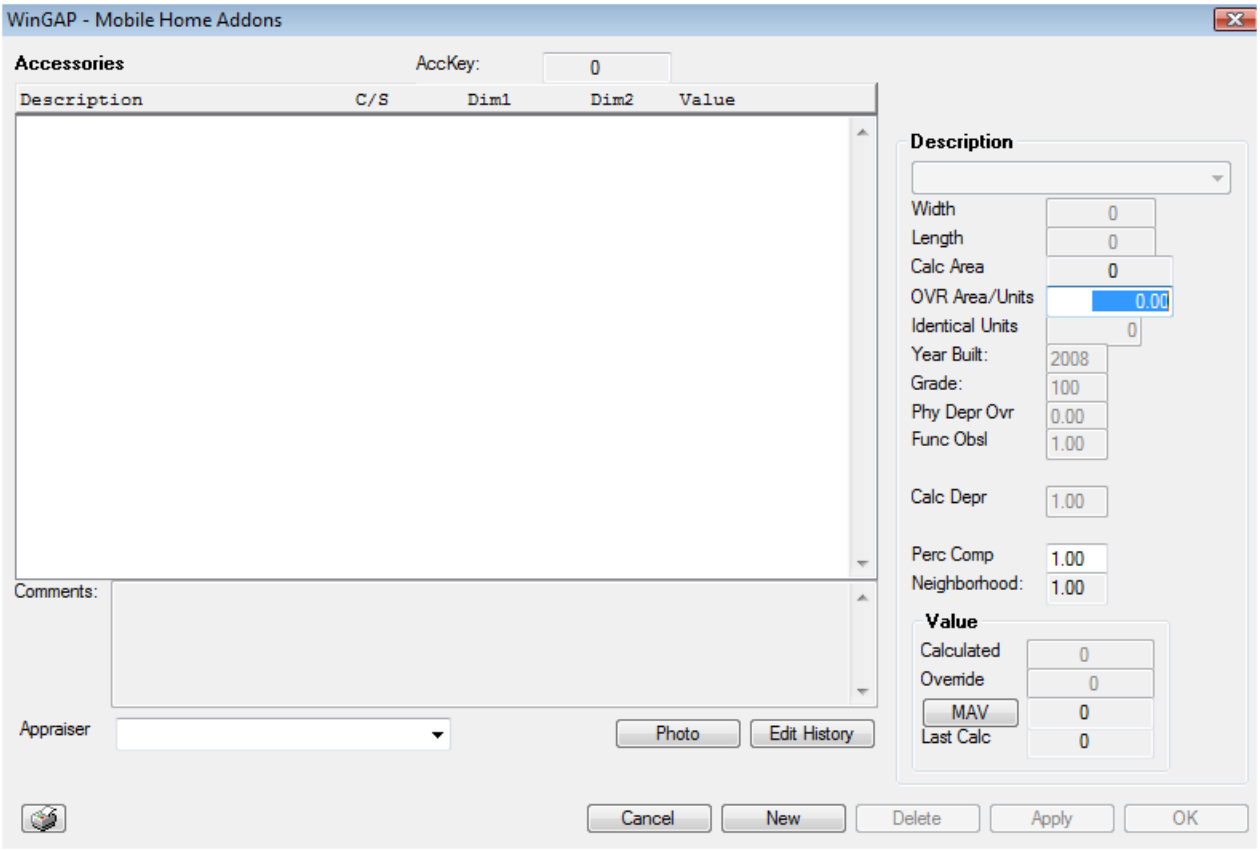


The user should assign a Quality Class for this new Manufacturer / Model schedule item, click the OK button, and the schedule item will be added. If the user does not want to add the schedule item, the Cancel button should be clicked and the item will not be added.

Add-Ons Button

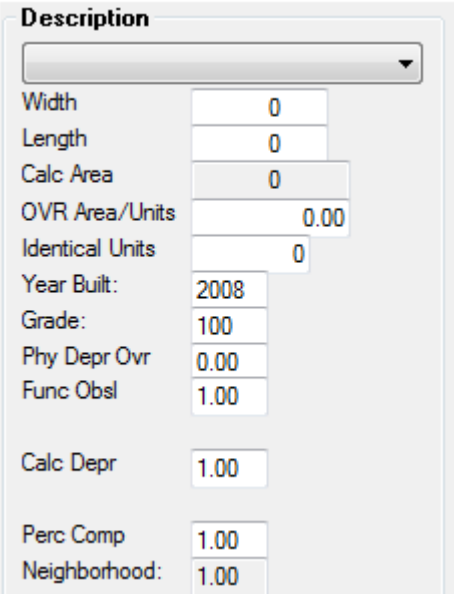


Add-Ons are appendages to the Mobile Home such as Porches, Decks, and Patios. The **Add-Ons** Button, located in the Values section of the Mobiles Form, is where Add-Ons are added, edited, or deleted. This button is not accessible to the user until the Apply Button at the bottom of the Mobile Homes Form is clicked, all data entry on the Form is saved, and there is a value for the Mobile Home. After reaching the Add-Ons Form, as seen on the next page, as on all WinGAP data entry forms, the New Button must be clicked to begin adding a new Add-On record.



A discussion of all Add-On fields follows. The field sequence is the same as when adding a **NEW** Add-On record.

Add-Ons Form Description section



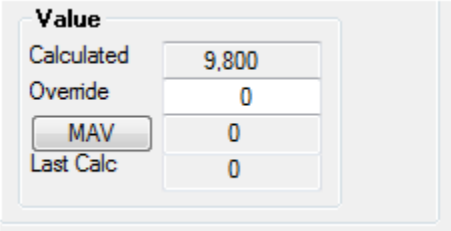
- **Description**: Clicking on the combo box in the Description field produces the list of available Add-Ons. An item from this list MUST be selected in order to add an Add-On. The user can:

    - key the first letter of the item name, such as "D" in "Deck", and be taken to the first item in the schedule that begins with that letter
    - or click on the combo box arrow and scroll down or up
    - or press the Down Arrow key or the Page Down key

  The correct item should then be highlighted, and can be selected by either pressing Enter or clicking with the mouse to insert the Add-On Description in the field. The Add-On items that display in the list are based upon those set up in the Add-Ons Schedule found in **Tools >>Schedules / Tables >> Manufactured Housing >> Add-Ons** or **Tools >> Schedules / Tables >> Manufactured Housing >> Lump Sum Add-Ons**. **NOTE:** at the present time, it is not possible to add a new item to the schedule when adding an Add-On subrecord to the Mobile Home.
- **Width**: In most cases, particularly when the Add-On is valued by the square foot, the width of the Add-On, in feet, is entered in this field. When the Add-On is valued by the lump sum or unit method, the number entered in the Width field will depend on the manner in which the Lump Sum Add-On Schedule is set up. For example, the number can represent the height of skirting around the base of the Mobile Home.
- **Length**: As in the Width field, particularly when the Add-On is valued by the square foot, the length of the Add-On, in feet, is entered in this field. When the Add-On is valued by the lump sum or unit method, the number entered in the Length field will again depend on the manner in which the Add-On Schedule is set up. For example, with the Skirting example used here, the number would be 0 (zero) .
- **Calc Area**: If the length and width of the Add-On are entered and the user Tabs to the OVR Area/Units field, WinGAP will calculate the area and place the value in this field. The Calculated Area field is not accessible to the user.
- **OVR Area/Units**: If the Add-On is valued by the square foot but is not square or rectangular, the appraiser-calculated area would be keyed here. When the Add-On is valued by the lump sum or unit method, the number entered in this field will again depend on how the Lump Sum Add-On Schedule is set up. For the Skirting example used here, the number would represent the total lineal feet of skirting around the base of the Mobile Home.
- **Identical Units**: The number of Identical Units of this particular Add-On is keyed here. If other Add-Ons to this Mobile Home are identical to the one now being added, than the total number of Identical Units can be keyed here, instead of adding another Add-On of the same exact type. For example, if there are 2 Open Porches of identical size, year built, and grade attached to the Mobile Home, than 2 would be keyed in the Identical Units field. The default is 0, and should remain that for one specific type of Add-On.
- **Year Built**: If known, the year the Add-On was built is entered in this field. The Year Built field defaults to the system year minus one year.
- **Grade**: The Grade is a numerical assignment representing the quality of materials and workmanship for the Add-On. The Grade field defaults to 100 (Average).The appraiser is responsible for assigning the Grade, and the range can be from 1 to 999. No decimal is used in data entry. The Grade is also used in calculating the Physical Depreciation Factor of the Add-On.
- **Phy Depr Ovr**: The Physical Depreciation Override field is used to override the calculated Physical Depreciation performed by WinGAP. The field defaults to 0.00 (zero) and should remain at this value unless the appraiser wishes to apply a set Physical Depreciation Override factor for this Add-On.
- **Func Obsl**: The Functional Obsolescence is a numerical assignment representing the appraiser's judgment of the % good with regards to functional depreciation. For example, a Mobile Home determined by the appraiser to have functionally depreciated by 20% would be 80% good, and .80 would be keyed in the Functional Depreciation field. The range can be from .01 to 9.99. The default is 1.00. There must be an entry in the Functional Obsolescence field. A value of 0.00 will result in a zero value for the Add-On.
- **Calc Depr**: The WinGAP Calculated Physical Depreciation displays in this field. The Calculated Physical Depreciation will display even if there is an entry in the Phy Depr Ovr field. The Calc Depr field is not accessible to the user.
- **Neighborhood**: Directly beneath the Calculated Depreciation field is the Neighborhood factor field. It is used to adjust the Calculated Value of the Add-On based on location. The Neighborhood Factor that displays in this field is determined by two items: 1) the Neighborhood for the Parcel, as selected on the Real Property General Information Form; and 2) the Factor for the Residential Improvement for this particular Neighborhood, as defined in the Neighborhood Schedule (**Tools >> Schedules/ Tables >> Neighborhoods**). If no Neighborhood is defined, a 1.00 will display as the Factor. As discussed on the Real Property General Information Form and in **Tools >> Schedules/Tables >> Neighborhoods**, Neighborhood Factors can be applied against Residential Improvements, Urban Land, Rural Land, Commercial

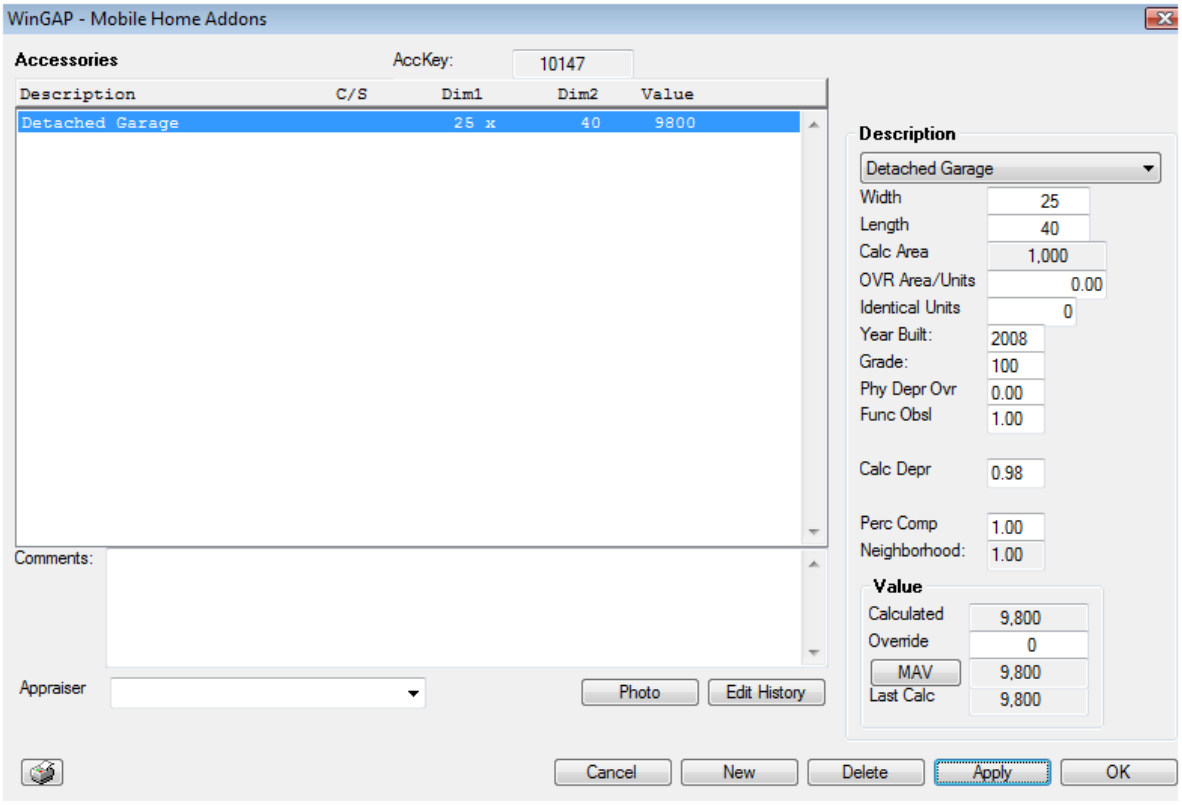
Improvements, and Accessory Improvements. The value represents percent good and is multiplicative. **Example:** if the Neighborhood Factor for Residential Improvements for this Parcel's Neighborhood is 1.10, the Calculated Value of any Add-On will be 110% of the WinGAP calculated value prior to applying the Neighborhood Factor. The Neighborhood Factor can range from .01 to 9.99. The Neighborhood Factor field is not accessible to the user on the Add-Ons Form.

Value section



- **Calculated**: The WinGAP calculated value of this Add-On will display in this field.
- **Override**: The Override Value represents an assigned value for the Add-On. An entry in this field overrides all WinGAP calculations for this particular Add-On.
- **MAV**: The MAV field holds the WinGAP generated Moratorium Appraised Value for the Add-On. The MAV value will appear in the field after the Apply button is clicked. Should this value need to be changed by the user, the MAV Button should be clicked to manually edit this value. The following should be noted when entering a value in this field:
    - Values keyed via the MAV Buttons are not monitored
    - Keyed MAV values are permanent only for that screen session
    - Any future changes to the property could modify MAV
- **Last Calc**: If a change is made to any of the Add-On information that affects the Value, the Last Calc field will display the previous calculated Add-On Value, and the Calculated field will display the new calculated value. However, once the Apply Button is clicked and the user remains on the Add-Ons Form, or clicks the OK Button and leaves the Form, the new Add-On value will display in both the Last Calc and Total fields on the Add-Ons Form.

At the conclusion of entering information about each Add-On, the user should click the **Apply Button** at the bottom of the Mobile Home Add-Ons Form to make sure that all data entry for the new Add-On is saved, as seen on the next page. The Add-On that was added will appear in the window at the upper left of the Form. If the data entry for Add-Ons is completed, the user may click the **Ok** Button in lieu of clicking **Apply** and exit the screen with the data being saved.



Editing an Add-ON

An Add-On can be edited by clicking on the desired item in the list box on the Add-Ons Form, clicking on the appropriate field and changing the data, then clicking the **Apply** Button. If the data entry for Add-Ons is completed, the user may click the **Ok** Button in lieu of clicking **Apply** and exit the screen with the data being saved.

Deleting an Add-On

An Add-On can be deleted by clicking on the desired item in the list box on the Add-Ons Form, then clicking the **Delete** Button at the bottom of the Form. The message "Are you sure you want to delete this record?" will appear. Clicking the **Yes** Button will delete the record; clicking on the **No** Button will cancel the deletion of the record.

Exiting the Mobile Home Add-Ons Form

When all Add-On data entry is completed, the user leaves the Form by clicking the OK Button, returning to the Mobile Homes Form, as seen on the next page, where the Apply button should be clicked. The WinGAP calculated Add-On value (or Override value, if used) for all Add-Ons attached to this Mobile Home will now display in the Add-Ons field. The Add-Ons value will also be included in the Total value for the Non-Prebilled Mobile Home. The total MAV for all Add-Ons will display in the Add-On MAV field, and the Add-On MAV will be included in the Total MAV for the Mobile Home.

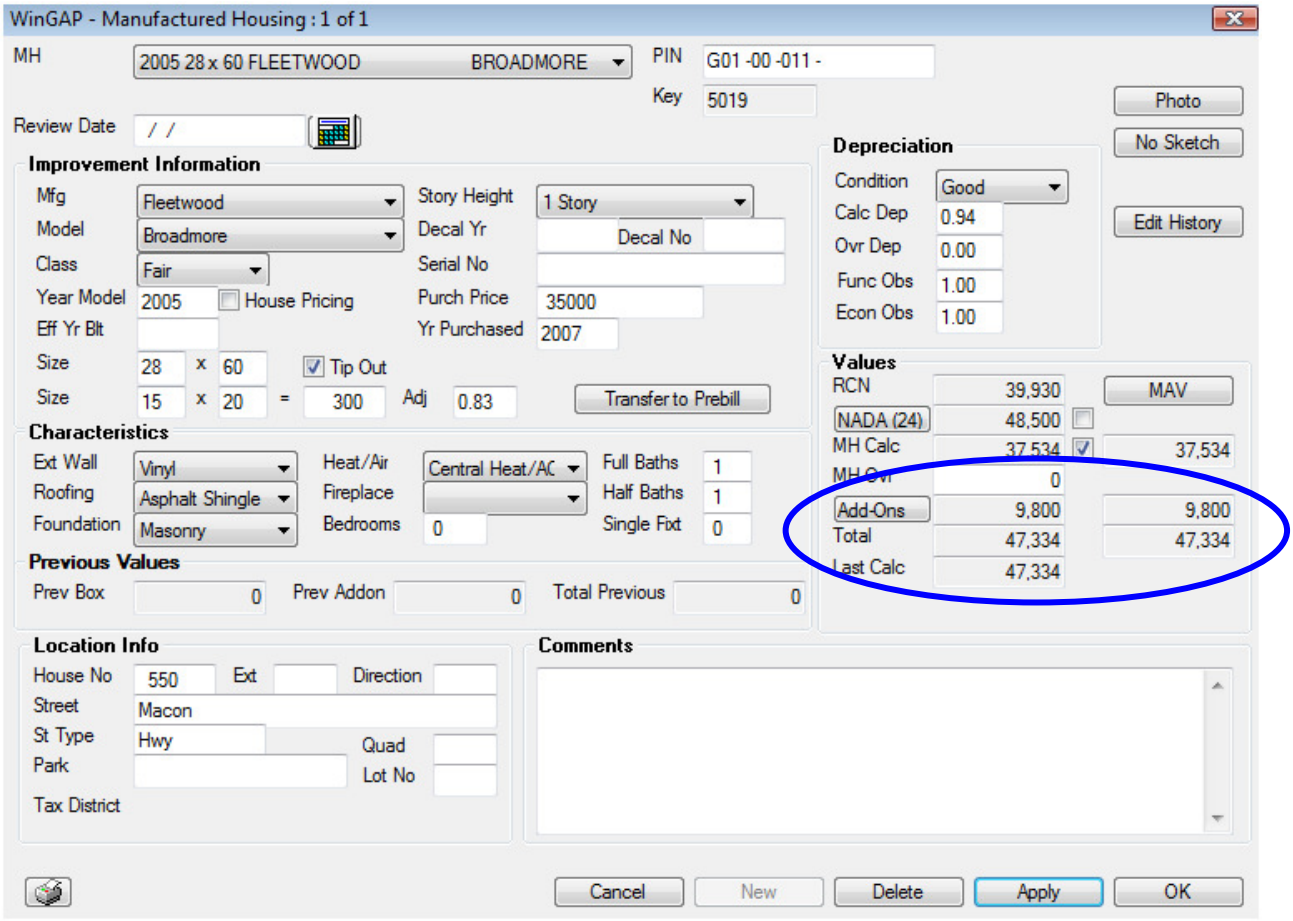
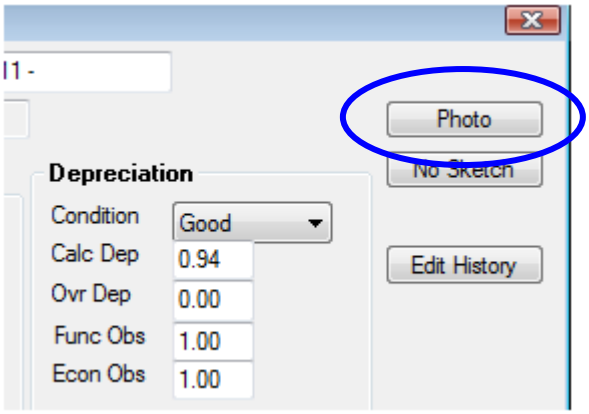
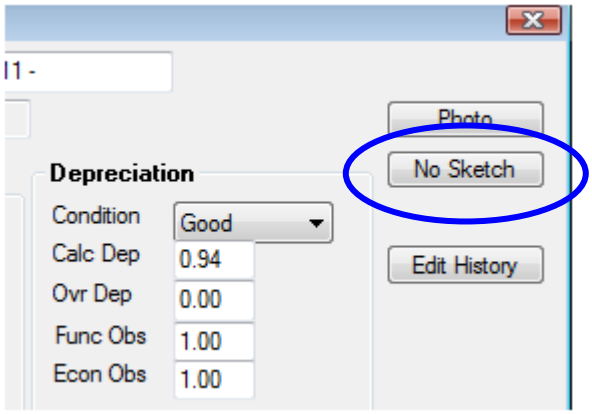


Photo Button



Digital photos of this Mobile Home can be attached by right-clicking on the Photo Button. These procedures are discussed in the WinGAP Photo Module section of this manual.

Sketch / No Sketch Button



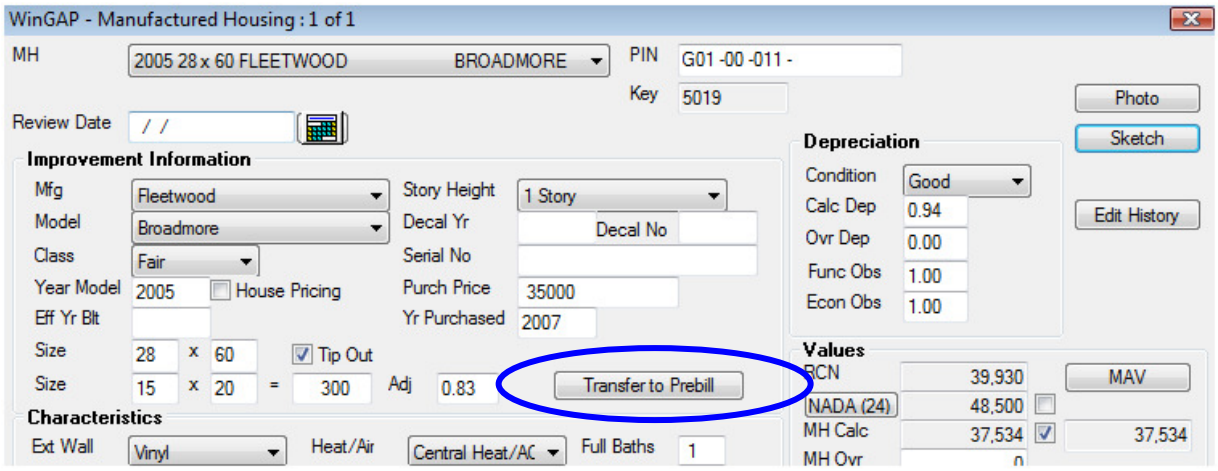
The **No Sketch** / **Sketch** Button, as seen above, takes the user to the WinGAP Sketching Module, where heated areas, appendages, and site improvements for the Mobile Home can be sketched and labeled. Sketching and labeling procedures are covered in the Residential, Commercial, and Mobile Homes Sketching Module section of this manual, discussed earlier in this manual.

If the Mobile Home has been sketched, the No Sketch / Sketch Button will read Sketch. If no sketch data for the Mobile Home exists, the No Sketch / Sketch button will read No Sketch.

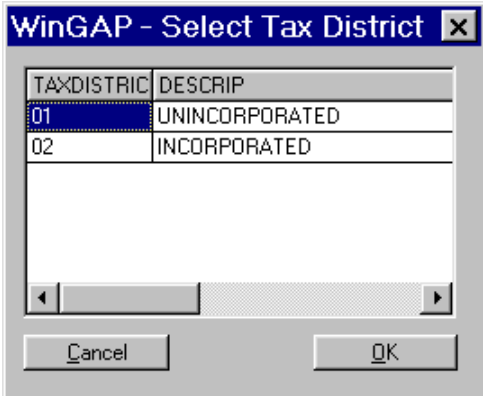
NOTE: Sketches are descriptive in nature, and do not add value to the Non-Prebilled Mobile Home. Also, at the present time, sketches for Mobile Homes WILL NOT print on Property Record Cards.

NOTE: Prior to sketching a Mobile Home, Improvement Labels for Manufactured Housing must be entered in **Tools >> Schedules / Tables >> Improvement Labels**.

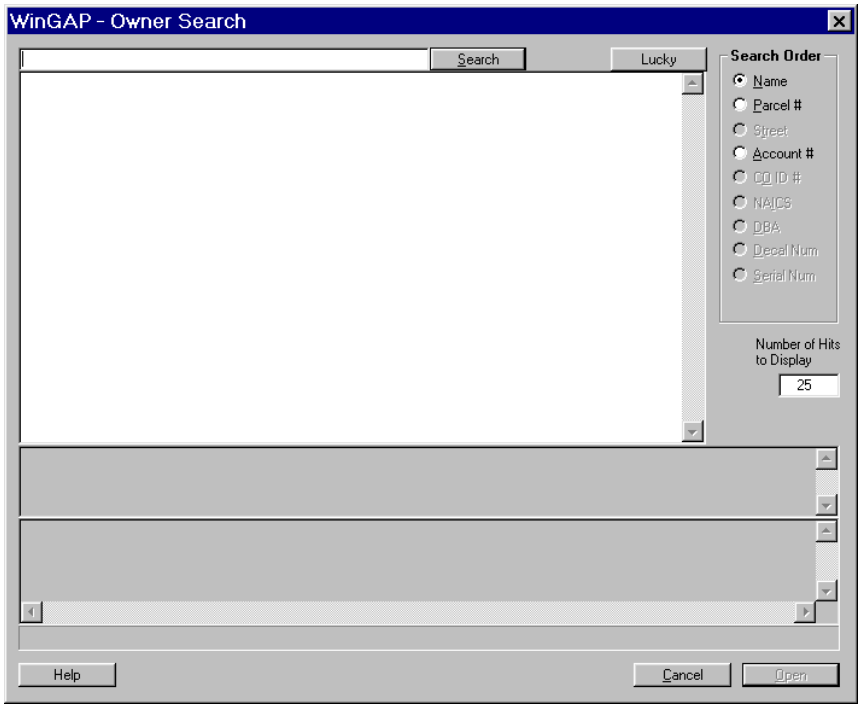
Transfer to Prebill Button



A Non-Prebilled Mobile Home can be transferred to a Prebilled Mobile by clicking on the **Transfer to Prebill** Button on the Mobile Homes Form. The first step in the Transfer process is to select a Tax District for the Prebilled Mobile Home, as seen on the next page.



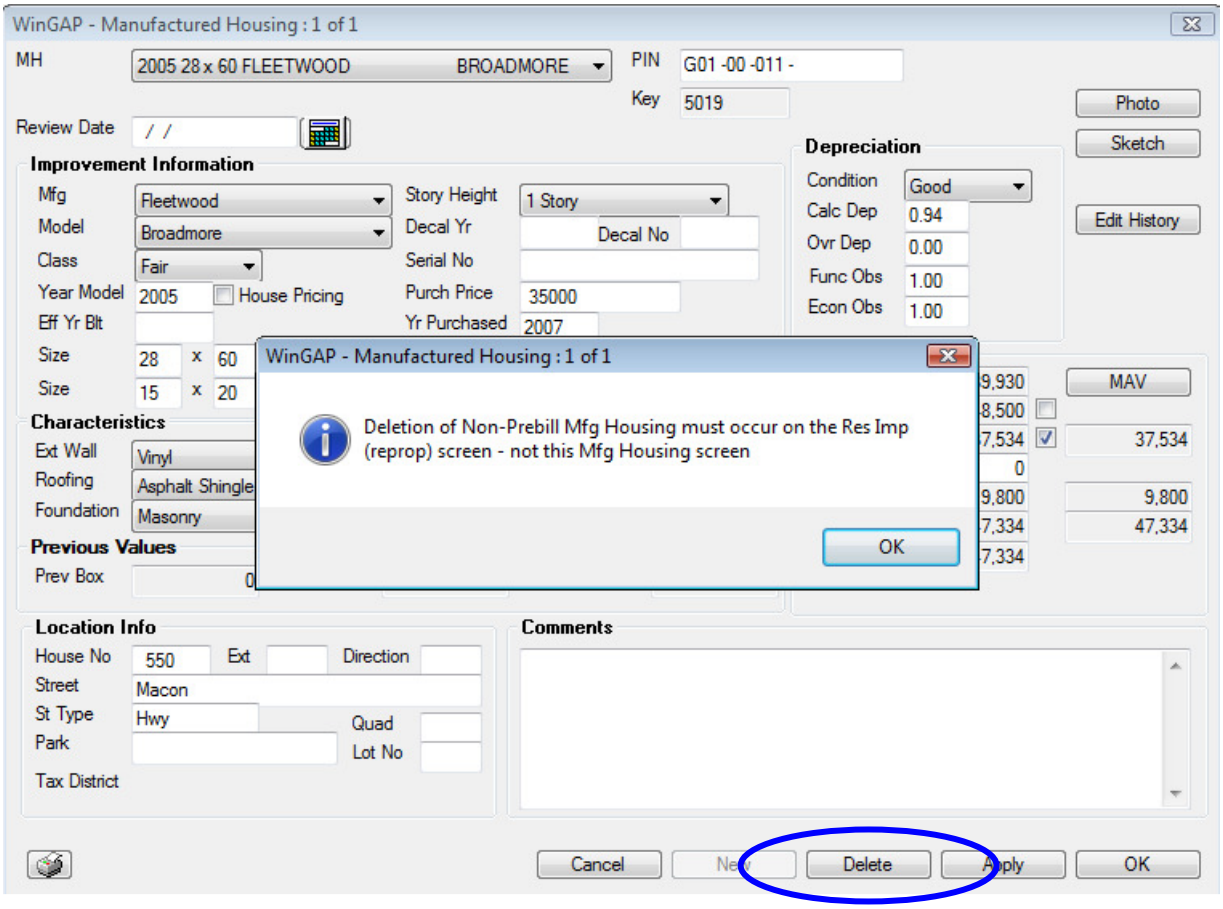
After selecting the Tax District, clicking OK on the Select Tax District Form will produce the Owner Search Form, next page, where the owner of the Prebilled Mobile Home can be located.



After selecting the owner, the Open Button should be clicked, and the Non-Prebilled Mobile Home will be transferred to the owner of the Prebilled Mobile Home. The user will be returned to the Real Property General Information Form of the owner that used to own the Non-Prebilled Mobile Home.

Deleting a Non-PreBilled Mobile Home

If necessary, a Non-Prebilled Mobile Home can be deleted, but it must be deleted on the Residential Improvement Form that the Mobile Home is attached to, NOT on the Manufactured Housing Information Form. If the Delete Button on the Manufactured Housing Information Form record is clicked, as shown on the next page, the user will receive a message:



The user should click OK on this message and then OK on the Manufactured Housing Information Form to return to the Residential Improvement Information Form, where the Delete Button can be clicked to delete BOTH the Residential Improvement record and the Mobile Home record. The message "Are you sure you want to delete this record?" will appear. Clicking the **Yes** Button will delete the record; clicking on the **No** Button will cancel the deletion of the record.

NOTE: Unlike Non-Prebilled Mobile Homes, Prebilled Mobile Homes are deleted on the Manufactured Housing Information Form.

Exiting the Mobile Homes Form

When the data entry for all Non-Prebilled Mobile Homes on the Residential Improvement is completed, the user leaves the Form by clicking the OK Button, returning to the Residential Improvements Form. The Improvement Value field on the lower left of the Form will now include any Mobile Homes on the Improvement, regardless of whether the value is a calculated value or an override value.

Residential Improvements Calculation Summary Form

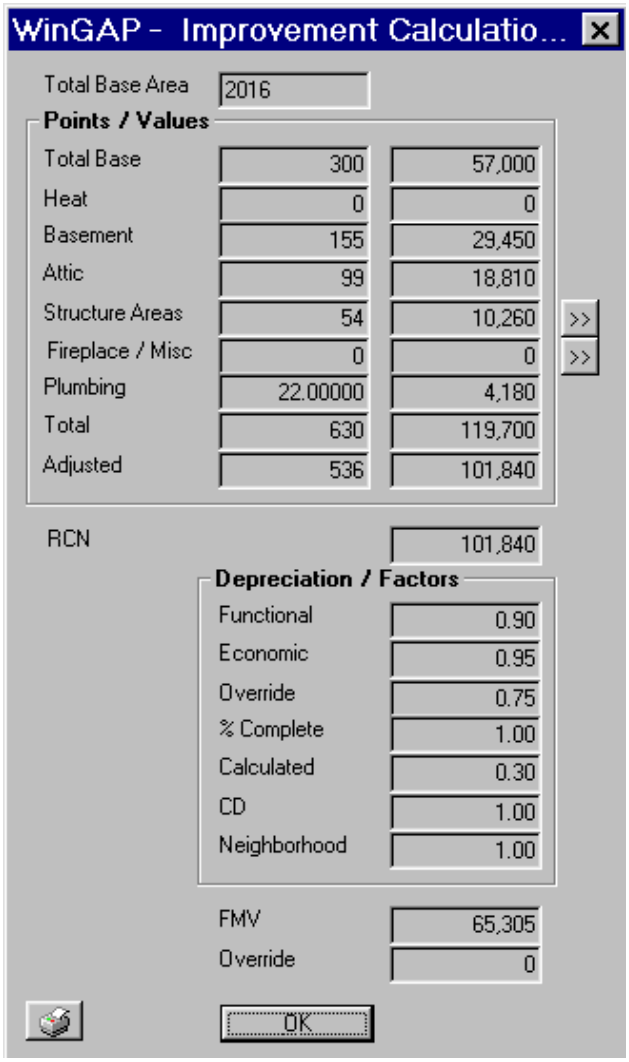
The Residential Improvements Calculation Summary Form (hereafter called the Points Form) is reached by clicking on the **Points** Button on the upper right of the Residential Improvements Form. The Points Form displays important summary Points and Value information for each Improvement on the Parcel. The Form is divided into two sections:

1) **Points / Values**, the top half of the Form, where the Points and Values for each of the basic structural components of the Improvement are listed, producing the RCN(Replacement Cost New) for the Improvement; and

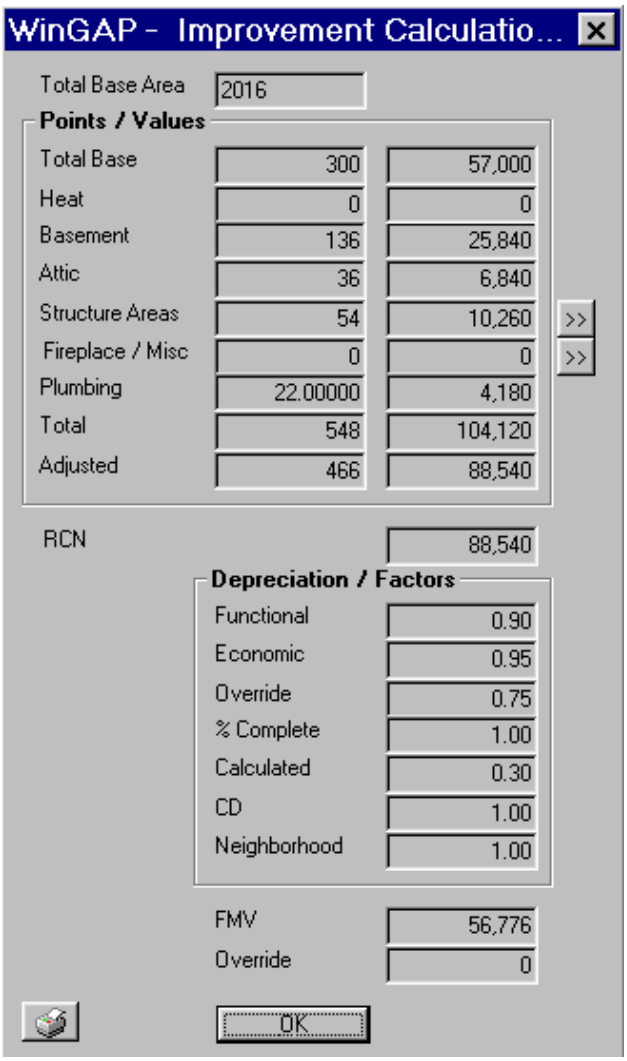
2) **Depreciation / Factors**, the bottom half of the Form, where the various Depreciation Factors that determine the FMV(Fair Market Value) of the Improvement are listed.

If a Parcel has multiple Improvements, you must click the **Apply** Button after selecting each Improvement before you click the Points Button in order for the Points and Values information for that Improvement to display.

Residential Improvement Calculation Summary Form (using the Descriptive Method for calculating Basements and Attics as discussed in Example).



Residential Improvement Calculation Summary Form (using the Square Foot Method for calculating Basements and Attics as discussed in Example).



WinGAP uses a variety of calculation formulas to arrive at the Points, Values, Replacement Cost New, and Fair Market Value of the Improvement. These formulas will be explained below. As an example, the following type of Residential Improvement will be used:

1.0 Story, 2000 Square Feet
Wood Exterior Walls
Central Heat/Air
2 Full Baths
1 One Story, One Box Constructed Fireplace
110 Grade
1988 Year Built
Average Condition
Basement, Full Coverage, Half(Part) Finished(Descriptive Method)
Basement, 2000 Square Feet, .50 Finished, Average Condition(Square Foot Method)
Attic, Fully Finished(Descriptive Method)
Attic, 1000 Square Feet, 1.00 Finished, Average Condition(Square Foot Method)
Wood Deck, 1100 Square Feet, 1.0 Story
Open Porch, 200 Square Feet, 1.0 Story

The example below will use the default WinGAP factors for

- Base Area (1500)
- Increment Base(50)
- Increment Factor (0.005)
- Base Dollars/Square Feet (65)
- Wood Exterior Walls (0.95)
- Central Heat/Air (1.90)
- the Residential Point Cost is 100
- the Residential Depreciation Year is 1995
- the Appraisal Year is 2001

Certain other WinGAP factors from their respective schedules are also used, and are mentioned during the discussion for that calculation. For a explanation of all of these factors, see their respective Help Forms located in **Tools >> Schedules/Tables** and **Tools >> Preferences**.

The discussion below will begin with the first field on the Points Form, Total Base Area.

Total Base Area

- At the top of the Points Form the Total Base Area of the Improvement is listed. The Total Base Area is the ground floor area of the house. For this example, the Total Base Area is **2000** Square Feet. If a house has two stories, only the first story heated area is used. If a house is part one story and part two story, the sum of the ground floor heated areas from each part is used as the Total Base Area. Determining the Total Base Area, which WinGAP will calculate and place in the Total Base Area field if the house is either Sketched or the ground floor areas entered in the Edit Areas section of the Residential Improvement Form, is the first step in the process of calculating the value of a Residential Improvement.

Points / Values Section

Total Base

- The Total Base Points are the first item in the Points / Values Section that is displayed. The process of calculating Total Base Points contains several steps within itself. The initial step in this process is to determine the Area Multiplier:

Area Multiplier = (((Base Area - Total Base Area) / Increment Base) x Increment Factor) + 1.00 (**round to 2 decimals**)

Example: (((1500 - 2000) / 50) x .005) + 1.00 = **0.95**

Thus, the Area Multiplier is **0.95**

The next step is to determine the Adjusted Points/Square Foot. The Area Multiplier is used to determine the Adjusted Points/Square Foot:

Adjusted Points/Square Foot = (Area Multiplier x Base Dollars/Square Foot) / 100 = Points/Square Foot x Exterior Wall Factor (**round to 6 decimals**)

Example: (0.95 x 65)/ 100 = .6175 x 0.95 = **0.586625**

In this example, the Exterior Wall Factor for Wood is 0.95.

Thus, the Adjusted Points/Square Foot is **0.586625**

The Adjusted Points/Square Foot are used to calculate the **Base Points** for each Story Height of the Improvement:

Base Points = Adjusted Points/Square Foot x Story Height Adjustment x Square Footage(for that Story Height) (**round to whole number**)

Example: .586625 x 1.00 x 2000 = **1173**

Thus, the **Base Points** are **1173**.

The Story Height Adjustment(also called the Cost Factor), comes from the Improvement Label for that Story Height located in **Tools >> Schedules/Tables >> Improvement Labels**. If the Improvement has more than one story, the **Base Points** for each story are calculated using the above formula.

Finally, the **Base Points** for each story are calculated separately and then added together to determine the Total Base Points. For this example, a One Story Improvement, the Total Base Points are also **1173**, which are then multiplied by the Point Cost, which is 100, to give a **Total Base Value** of **$117,300**.

Heat

- The calculation of Heat Points is a two step process. The initial step in this process is to determine the Heat Points/Square Foot. The Area Multiplier calculated above is also used to determine Heat Points using the following calculation:

Heat Points/Square Foot = (Area Multiplier x Heat Dollars/Square Foot x Heating Adjustment) / 100 (**round to 6 decimals**)

Example: (.95 x .65 x 1.90) / 100 = **0.011733**

Heat Dollars/Square Foot is found in **Tools >> Schedules/Tables >> Residential Improvements >> Heat Dollars**; the Heating Adjustment cost multiplier for Central Heat/Air, in this example 1.90, is found in **Tools >> Schedules/Tables >> Residential Improvements >> Heat**.

Thus, the Heat Points/Square Foot factor is **0.011733**
Next, the Heat Points for each Story Height of the Improvement is calculated:

Heat Points = Heat Points/Square Foot x Story Height Adjustment x Square Footage(for that Story Height) (**round to whole number**)
Example: .0117 x 1.00 x 2000 = **23**

Finally, as in Total Base Points, the Heat Points for each story are calculated separately and then added together to determine the Total Heat Points. For this example, a One Story Improvement, the **Total Heat Points** are also **23**, which are then multiplied by the Point Cost, which is 100, to give a **Total Heat Value** of **$2,300**.

Basement

- Basement Points are calculated by two different methods. One is by **Descriptive** terms, the other is by using **Square Feet** and **Percent Finish** information. The Descriptive method will be discussed first.

Descriptive Method

The initial step in the Descriptive method is to determine the Basement Points/Square Foot. The Area Multiplier calculated above is also used to determine Basement Points using the following calculation:

Basement Points/Square Foot = (Area Multiplier x Basement Dollars/Square Foot) / 100 (**round to 6 decimals**)

Example: (.95 x 4.0) / 100 = **0.038**

The Basement Dollars/Square Foot adjustment for Full Basement Coverage(in this example it is $4.00/Square Foot) is found in **Tools >> Schedules/Tables >> Residential Improvements >> Basement Coverage**.

Thus, the Basement Points/Square Foot factor is **0.038**

Next, the Basement Points is calculated:

Basement Points = Basement Points/Square Foot x Total Base Area = Basement Points (**round to whole number**)

Example: 0.038 x 2000 = **76**

Finally, the Adjusted Basement Points is calculated:

Adjusted Basement Points = Basement Points x Basement Finish Adjustment (**round to whole number**)

Example: 76 x 2.00 = **152**

Basement Finish Adjustment for a Half(Part) Finish Basement(in this example the Cost Multiplier is 2.00), is found in **Tools >> Schedules/Tables >> Residential Improvements >> Basement Finish**.

In this example, using the Descriptive method, the **Total Adjusted Basement Points** are **152**, which are then multiplied by the Point Cost, which is 100, to give a **Total Basement Value** of **$15,200**.

Square Foot Method

The initial step in the Square Foot method is also to determine the Basement Points/Square Foot. There are three steps to this calculation. The first is to determine the Basement Area Multiplier using the following calculation:

Basement Area Multiplier = (((Base Area - Basement Area) / Increment Base) x Increment Factor) + 1.00 (**round to 3 decimals**)

Example: (((1500 - 2000) / 50) x .005) + 1.00 = **0.950**

Thus, the Basement Area Multiplier factor is **0.950**

Next, the Basement Points/Square Foot is calculated:

Basement Points/Square Foot = (Basement Area Multiplier x Basement Dollars/Square Foot) / 100 (**round to 6 decimals**)

Example: (0.950 x 4.00) / 100 = **0.038**

The Square Foot method also uses the Full Basement Dollars/Square Foot adjustment used in the Descriptive Method and found in **Tools >> Schedules/Tables >> Residential Improvements >> Basement Coverage**.

Thus, the Basement Area Multiplier factor is **0.950**.

Finally, the Basement Points are calculated:

Basement Points = ((Basement Percent Finish x Basement Finish Points/Square Foot) + Basement Points/Square Foot) x Basement Quality Adjustment X Basement Area (**round to whole number**)

Example: ((.50 x .0635) + .038) x 1.00 x 2000 = **140**

Basement Finish Points/Square Foot, in this example .0635, is found in **Tools >> Schedules/ Tables >> Residential Improvements >> Basement Finish Adjustment**.

In this example, using the Square Foot method, the **Total Adjusted Basement Points** are **140**, which are then multiplied by the Point Cost, which is 100, to give a **Total Basement Value** of **$14,000**.

Attic

- Attic Points, like Basement Points, can be calculated by either the **Descriptive** method or the **Square Feet** and **Percent Finish** method. The Descriptive method will be discussed first.

Descriptive Method

The initial step in the Descriptive method is to determine the Attic Points/Square Foot. The Area Multiplier calculated above is also used to determine Attic Points using the following calculation:

Attic Points/Square Foot = (Area Multiplier x Attic Dollars/Square Foot) / 100 (**round to 6 decimals**)

Example: (.95 x 5.2) / 100 = **0.0494**

Attic Dollars/Square Foot for a Finished Attic is found in **Tools >> Schedules/Tables >> Residential Improvements >> Attic Type**.

Thus, the Attic Points/Square Foot factor is **0.0494**
Next, the Attic Points is calculated:

Attic Points = Attic Points/Square Foot x Total Base Area = Attic Points (**round to whole number**)

Example: .0494 x 2000 = **99**

In this example, using the Descriptive method, the **Total Attic Points** are **99**, which are then multiplied by the Point Cost, which is 100, to give a **Total Attic Value** of **$9,900**.
Square Foot Method

The initial step in the Square Foot method is also to determine the Attic Points/Square Foot. There are three steps to this calculation. The first is to determine the Attic Area Multiplier using the following calculation:

Attic Area Multiplier = (((Base Area - Attic Area) / Increment Base) x Increment Factor) + 1.00 (**round to 3 decimals**)

Example: (((1500 - 1000) / 50) x .005) + 1.00 = **1.050**

Thus, the Attic Area Multiplier is **1.050**

Next, the Attic Points/Square Foot is calculated:

Attic Points/Square Foot = (Attic Area Multiplier x Attic Dollars/Square Foot) / 100 (**round to 6 decimals**)

Example: (1.050 x 1.00) / 100 = **0.0105**

The Square Foot method uses the Unfinished Attic Dollars/Square Foot, 1.00 in this example, found in **Tools >> Schedules/Tables >> Residential Improvements >> Attic Type**.

Thus, the Attic Points/Square Foot is **1.050**

Finally, the Attic Points are calculated:

Attic Points = ((Attic Percent Finish x Attic Finish Points/Square Foot) + Attic Points/Square Foot) x Attic Quality Adjustment x Attic Area (**round to whole number**)

Example: ((1.00 x .059) + .0105) X 1.00 x 1000 = **70**

Attic Finish Points/Square Foot is found in **Tools >> Schedules/Tables >> Residential Improvements >> Attic Finish Adjustment**.

In this example, using the Square Foot method, the **Total Adjusted Attic Points** are **70**, which are then multiplied by the Point Cost, which is 100, to give a **Total Attic Value** of **$7,000**.

Structure Areas

- The Points and Values for the Structure Areas of any Appendages to the Improvement, such as Garages, Decks, and Porches, display in these fields. The Improvement in this example has an 1100 Square Foot Wood Deck and a 200 Foot Open Porch. The Wood Deck is valued at $4.55 a Square Foot(see **Tools >> Schedules/Tables >> Improvement Labels**), which, with a Point Cost of 100, gives it a Point total of 50 and a Value of $5000. The Open Porch is valued at $9.90 a Square Foot(again, see **Tools >> Schedules/Tables >> Improvement Labels**), which, with a Point Cost of 100, gives it a Point total of 20 and a Value of $2000. These two items added together produce **Total Structure Area Points** of **70** and a **Total Structure Area Value** of **$7,000**

.

- The user can click the right-pointing Arrow to the right of the Structure Values field to see a list of all Areas and Values for all parts of the Improvement. No value is listed for the Heated Area(Primary Label Types) because that value is listed under the Total Base Value for the Improvement.

Fireplace / Misc

- Fireplaces and other Miscellaneous Items, such as Spas, Hot Tubs, etc., are typically calculated by the Lump Sum Method. A One Story, One Box Constructed Fireplace is valued in this example at $1000 and would have 10 points($1000 divided by the Point Cost of $100) entered in the schedule located in **Tools >> Schedules/Tables >> Residential Improvements >> Fireplace**. The example has 1 One Story, One Box Constructed Fireplace, so that means the **Total Fireplace / Misc Points** is **10**. 10 Points multiplied by the Point Cost, which is 100, gives a **Total Fireplace Value** of **$1,000**.

- The user can click the right-pointing Arrow to the right of the Fireplace / Misc Value field to see a list of all Fireplaces and Fireplace Values for the Improvement.

Plumbing

- The calculation of Points for Plumbing is based upon two items: 1) the Number of Standard Complements; and 2) the number of Extra Fixtures beyond the Standard Complement. One Standard Complement consists of one three fixture bath and three kitchen fixtures(sink, hot water heater, and laundry hookup). The Improvement in the example has two full baths, which means that it has one Standard Complement and three extra fixtures. A Standard Complement is valued in this example at 22 points, with each extra fixture worth 4 points, for a total of **34 Plumbing Points**. 34 Plumbing Points multiplied by the Point Cost of 100 gives a **Total Plumbing Value** of **$3,400**.

Total

- All of the Points under Total Base, Heat, Basement, Attic, Fireplace/Misc, and Plumbing are added together to give the **Total Points**. If the Descriptive Method for calculating the Basement and Attic is used, the **Total Points** in this example are **1561**. The Total Points multiplied by the Point Cost of 100 gives a **Total Value** of **$156,100**.

- If the Square Foot Method for calculating the Basement and Attic is used, the **Total Points** in this example are **1520**. The Total Points multiplied by the Point Cost of 100 gives a **Total Value** of **$152,000**.

Adjusted

- The Total Points are multiplied by the Grade of the Improvement to give the **Adjusted Points**. In this example the Grade is **110**(or 1.10). If the Descriptive Method for calculating the Basement and Attic is used, the Total Points in this example are **1561**, which, when multiplied by the Grade, produces an **Adjusted Points** total of **1717**. The Adjusted Points multiplied by the Point Cost of 100 gives a **Total Value** of **$171,700**.
- If the Square Foot Method for calculating the Basement and Attic is used, the Total Points in this example are **1520**, which, when multiplied by the Grade, produces an **Adjusted Points** total of **1672**.The Total Points multiplied by the Point Cost of 100 gives a **Total Value** of **$167,200**.

RCN

- The Adjusted Value of **$171,700** (Descriptive Method) or **167,200** (Square Foot Method) is also called the **RCN**, or Replacement Cost New.

Depreciation / Factors Section

Functional

- The first of the fields that displays in the Depreciation / Factors section of the Form is Functional Depreciation. Functional Depreciation is a numerical assignment representing the appraiser's judgment of the % good with regards to functional obsolescence. For example, an Improvement determined by the appraiser to have functionally depreciated by 20% would be 80% good, and .80 would display in the Functional Depreciation field. The range can be from .01 to 9.99. In this example, the Functional Depreciation is 1.00.

Economic

- Economic Depreciation is also a numerical assignment representing the appraiser's judgment of how the economic area that the Improvement is located in has affected the value of the Improvement. The range can be from .01 to 1.00. In this example, the Economic Depreciation is 9.99.

Override

- The Override field displays an appraiser determined Physical Depreciation Override factor that is used to override the calculated Physical Depreciation performed by WinGAP. In this example, the appraiser is allowing WinGAP to perform the depreciation calculations, so the Override Depreciation displays as 0.00.

% Complete

- The % Complete field displays the % completed status of the improvement. If construction on the Improvement is finished, it is 100% complete. If is not 100% completed, the factor that displays in this field is the appraiser's determination of how complete the Improvement's structure is. In this example, the % Complete is 1.00.

Calculated

- The WinGAP Calculated Physical Depreciation factor displays in this field. It is based upon the Grade, the Frame, the Age, and the Observed Condition of the Improvement. The user can look up this factor in **Tools >> Depreciation >> Residential Tables** by going to the Column and Row where 110-A-7 is found. 110 is the Grade, A is the Frame type(the base Frame Type for most Residential Improvements), and the Age is 7(the Age of the Improvement is determined by subtracting the Year Built-or Effective Year Built, if applicable-from the Residential Depreciation Year). After clicking on 110-A-7, the Depreciation Factors will display in the lower right of the Form for each type of Observed Condition. For this example, the Observed Condition was Average, so the calculated Physical Depreciation is 0.92.

CD

- CD is the Cost and Design factor, an appraiser determined numerical adjustment for the Improvement based upon its Cost and Design. In this example, the CD factor is 1.00.

Neighborhood

- The Neighborhood factor is a numerical assignment used to adjust the value of the Residential Improvement due to location in a County. In this example, the Neighborhood factor is 1.00.

FMV

- The FMV, or Fair Market Value, field displays the RCN Value multiplied times the Functional, Economic, % Complete, Calculated Physical Depreciation, Cost Design, and Neighborhood Factors. These factors are multiplicative, and the formula looks like this:

FMV = RCN x Economic x Functional x % Complete x Calculated Depreciation x Cost Design x Neighborhood

In this example:

157,964 = 171,700 x 1.00 x 1.00 x 1.00 x 0.92 x 1.00 x 1.00 (Descriptive Method)
or
153,824 = 167,200 x 1.00 x 1.00 x 1.00 x 0.92 x 1.00 x 1.00 (Square Foot Method)

If an Override Depreciation is used, the formula is:

FMV = RCN x Economic x Functional x % Complete x Override Depreciation x Cost Design x Neighborhood

Override

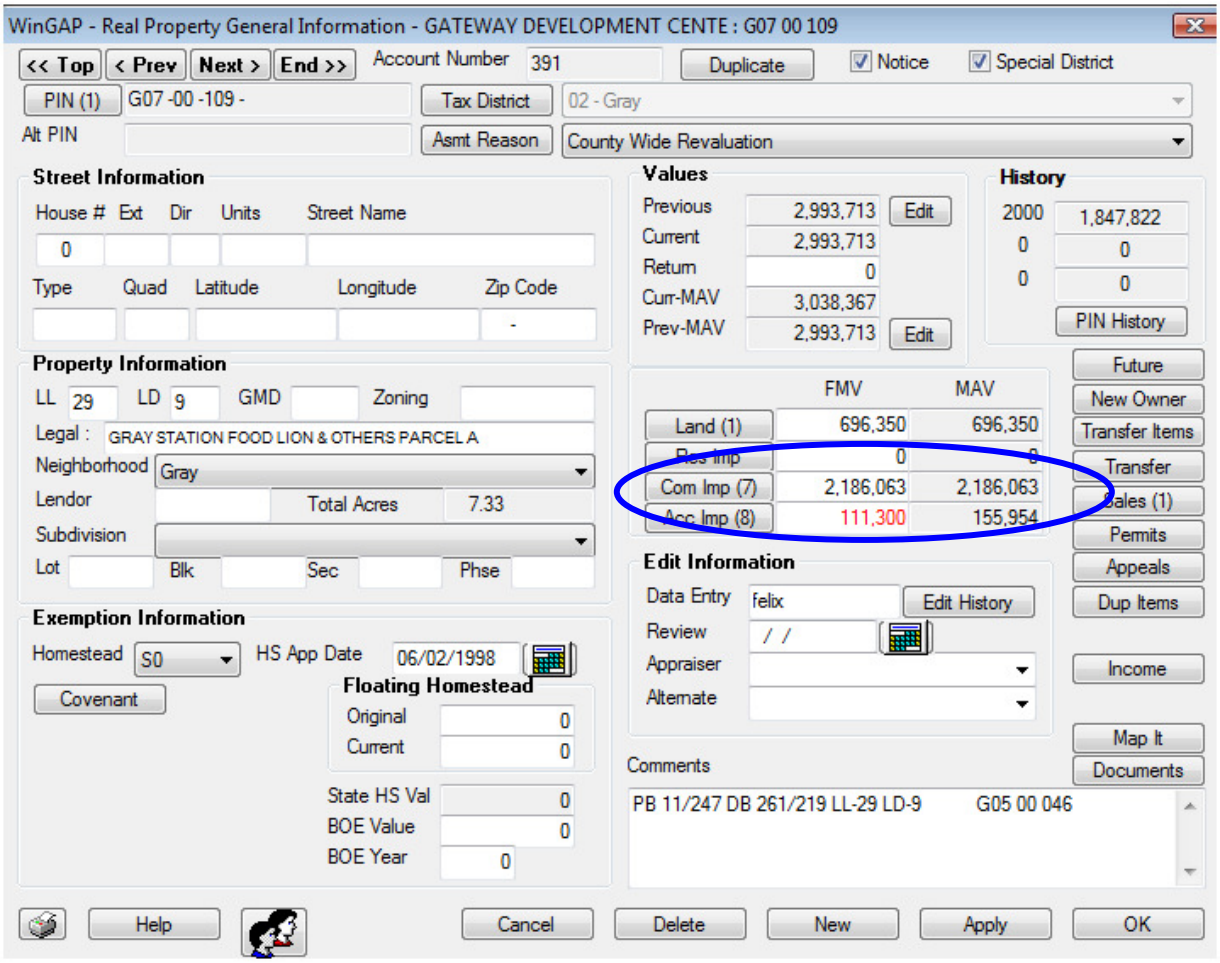
- The Override Value represents an appraiser assigned value for the Residential Improvement, which overrides all Residential Improvement calculations.

Printing and Exiting the Points Form

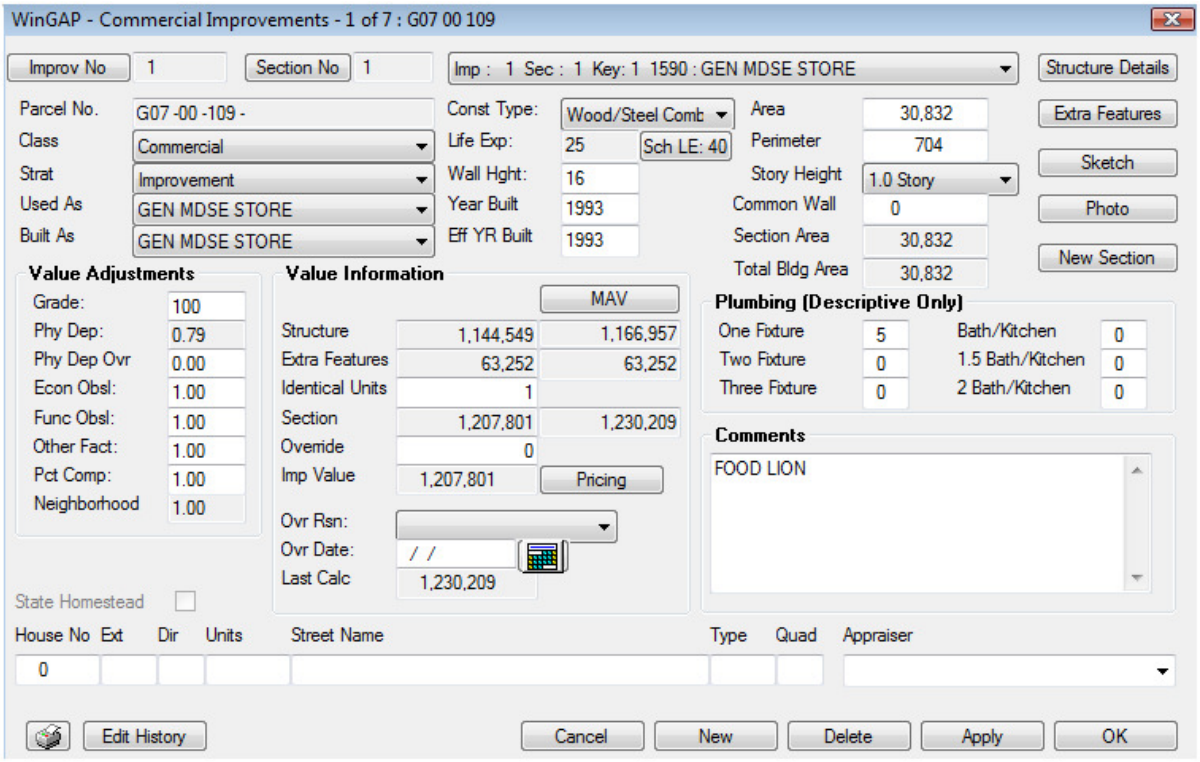
The Points Form can be sent to the default Windows printer by clicking the **Printer** Button on the lower left side of the Form. The user leaves the Points Form by clicking the **OK** Button.

Commercial Improvements Form

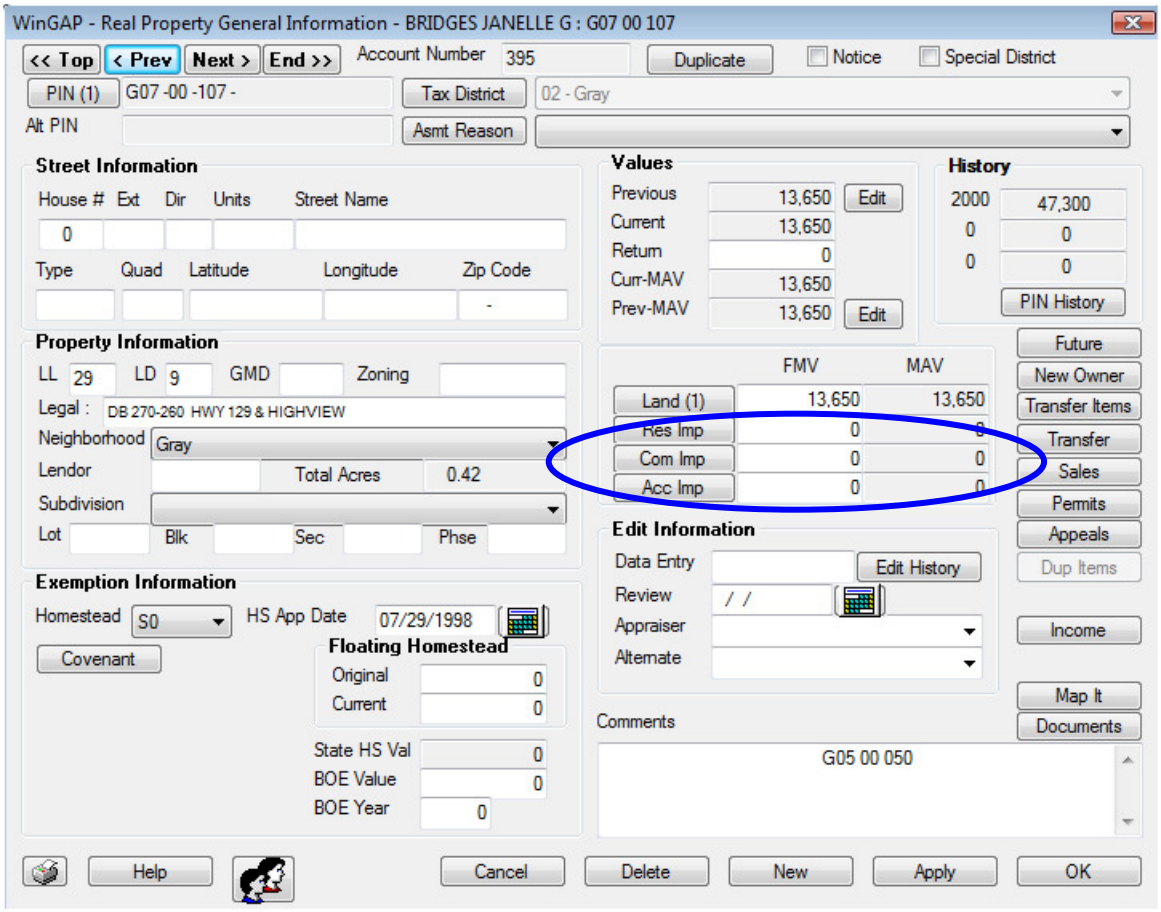
The Commercial Improvements Form is used to add, edit, or delete any Commercial Improvements on the Parcel. The **Com Imp** Button to the left of the **Com Imp** FMV and MAV fields on the **Real Property General Information Form** is used to access this Form, as seen below.

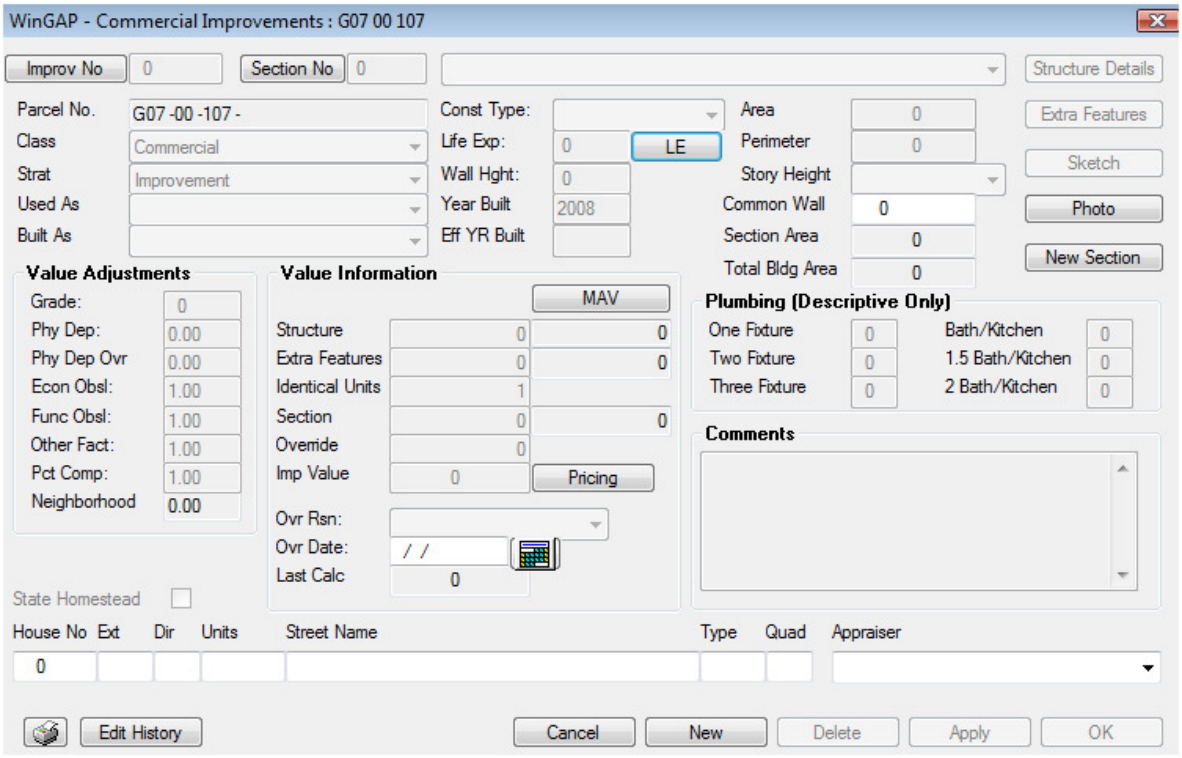


If one or more Improvements exist on the Parcel, the **Com Imp** button on the Real Property General Information Form will have a number on it in parentheses, such as (7) in the example above, and clicking this button takes the user to the first Commercial Improvement on the Parcel, as seen on the top of the next page. There is no limit to the number of Commercial Improvements that a Parcel can have.

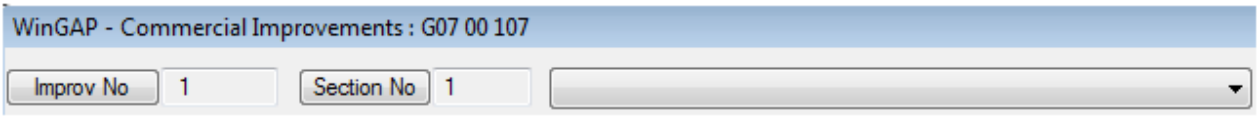


If no Commercial Improvements exist on the Parcel, no number will display in parentheses on the **Com Imp** button, as seen below. Clicking on the Com Imp button takes the user to a "grayed out" Commercial Improvements Form, shown on the top of the next page, where the New button must be clicked to add the first Commercial Improvement to the Parcel.





A discussion of all fields on the Commercial Improvements Form follows. The field sequence is the same as when adding a **NEW** Commercial Improvement record. At the conclusion of entering information about the Improvement/Section, the user should click the **Apply Button** at the bottom of the Commercial Improvements Form to make sure that all data entry on the Form is saved before proceeding to other tasks, such as sketching, adding structural information about the Improvement/Section, adding another Section, or adding another Improvement. If no additional tasks are to be performed after data entry is complete, the user may click **OK** to save the data and exit the screen. It is not necessary to click Apply and then **OK.** As on nearly all Forms in WinGAP, the **New** Button must be clicked to begin adding a New Commercial Improvement.

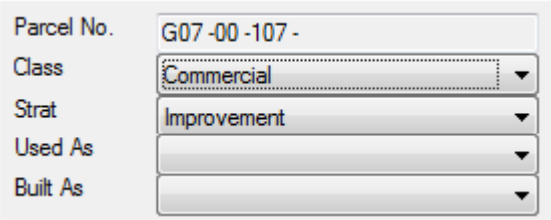


- **Improv No**: Each Commercial Improvement is assigned an Improvement Number by WinGAP. When adding the first Commercial Improvement, the number will be 1. Subsequent Commercial Improvements, if any, on this Parcel will be assigned the numbers 2, 3, etc. There is a limit of 999 Commercial Improvements per parcel. After clicking Apply, the Improvement Number can be edited by clicking on the **Improv No** button.
- **Section No**: Each Commercial Improvement is assigned a Section Number by WinGAP. A Commercial Improvement must have at least one Section that is associated with a certain use. Another part of the Improvement which has a different use which would require a different pricing schedule would be assigned to a separate Section. For example, a building that is primarily a warehouse may have some office space that would dictate using a different pricing schedule. In this case, the warehouse might be Section Number 1 of Improvement 1 and the office might be Section Number 2 of Improvement 1. When adding the first Section to the Commercial Improvement, the number will be 1. Subsequent Sections of the Commercial Improvement would be assigned 2, 3 etc. There is a limit of 99 Sections that can be added to the Commercial Improvement. After clicking Apply, the Section Number field can be edited by clicking on the **Section No** button.

Directly to the right of the Section Number field is a field, not labeled, where important identifying information about the first Improvement on the Parcel will display. This combo box field is blank when adding the first Commercial Improvement/Section. When editing Commercial Improvements/Sections, the field will display

- the WinGAP assigned Commercial Improvement Key number
- the Improvement and Section Numbers
- the Used As Code and Description

If there is more than one Commercial Improvement/Section or multiple Sections on one Improvement, the user can click on the field combo box to directly access any of the other Improvements or Sections without leaving this Form. This field cannot be directly edited by the user.



- **Parcel No**: The Parcel Number of the parcel that the Commercial Improvement is located on, pulled from the Real Property General Information Form. This field cannot be directly edited by the user.
- **Class**: The Digest Classification for the Improvement, such as Commercial. The Class field for a new improvement will default to "A" if the Land Digest Class is "A", "V", "P", or "W"; it will default to "R" if the Land Digest Class is "R"; it will default to "C" if the Land Digest Class is "C"; it will default to "I" if the Land Digest Class is "I"; and it will default to the Land Digest Class if the Land Digest Class is "E". The user can change from the default Class, if necessary, and select from the 12 possible Class choices by

    - keying the first letter of the Class, or
    - clicking on the combo box to select the Class, or
    - pressing the Down Arrow to select the Class.

- **Strat**: The Digest Stratification for the Improvement, such as Improvement. The Strat field for a new improvement will default to 1, unless the Land Class is "E", in which case the Strat will default to the Land Digest Strat. As in Class, the user can change from the default Strat, if necessary, and select from the 5 possible Strat choices by

    - keying the first letter of the Strat, or
    - clicking on the combo box to select the Strat or
    - pressing the Down Arrow to select the Strat.

- **Used As**: Used As refers to the current use of the Commercial Improvement structure or the type of structure as it relates to its use. As in other combo box fields, the user can select from the possible Used As choices by

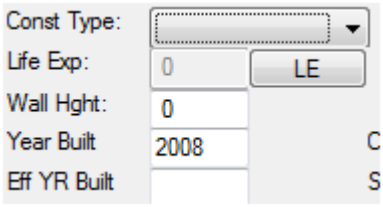
    - keying the first letter of the Used As Description, such as "B" in Bank or
    - clicking on the combo box to select the item or
    - pressing the Down Arrow to select the item.

  There is no limit to the number of Used As types that can be set up in **Tools >> Schedules / Tables >> Commercial Improvements >> Base Schedule**.

- **Built As**: Built As refers to the original use of the Commercial Improvement structure and is used for determining an Improvement's life expectancy and in calculating the depreciation of the Improvement. The user can select from the possible Built As choices by

    - keying the first letter of the Built As Description, such as "B" in Bank or
    - clicking on the combo box to select the item or
    - pressing the Down Arrow to select the item.

  The Built As types use the same schedule as the Used As types and are set up in **Tools >> Schedules / Tables >> Commercial Improvements >> Base Schedule**.



- **Const Type**: Construction Type refers to the general method of construction for Commercial Improvements. There are five Construction Types:

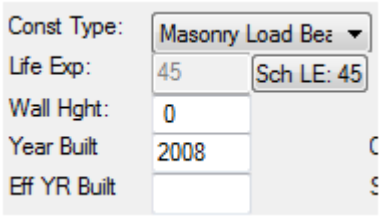
  - Heavy Structural Steel
  - Reinforced Concrete
  - Masonry Load Bearing
  - Wood/Steel Combination
  - Prefab Structural Steel.

  All Commercial Improvements can be applied to one of these Construction Types. The user can select from the possible Construction Type choices by

  - keying the first letter of the Description, such as "R" in Reinforced Concrete or
  - clicking on the combo box to select the item or
  - pressing the Down Arrow to select the item.

  The Construction Type schedule is hard-coded and not accessible to the user in WinGAP.

- **Life Exp**: The Life Expectancy in years, based upon the Built As and Construction Type choices selected earlier. This field is not directly accessible to the user. The Life Expectancy value is pulled from the Commercial Base Schedule and will also be displayed on the LE button to the right of the field, as seen below.

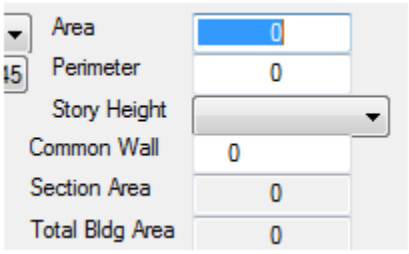


  The Life Expectancy, as pulled from the Commercial Base Schedule, should normally NOT be changed by the user. If it has to be changed, the **Sch LE** button to the right of the field can be clicked to change the value in the field.
- **Wall Hght**: The average Wall Height of the Improvement/Section is keyed in this field. If the Improvement/Section is more than one story, the total height of the building is divided by the number of stories to determine the Wall Height. A Wall Height MUST be keyed in this field for the Commercial Improvement value to calculate.
- **Year Built**: The Year Built represents the actual year the Improvement/Section was constructed. The Year Built is used in calculating the Physical Depreciation Factor and determining the Structure Value for the Improvement. The Year Built field defaults to the current Digest Year (Appraisal Year) minus one.

NOTE: The Used As/Built As Codes, Life Expectancy, Wall Height, and Year Built for a Commercial Improvement must be entered even if an Override Value for the Commercial Improvement is used. Also, the user will not be allowed to exit the Commercial Improvements Form if any of the following data is missing or invalid:

- Used As
- Built As
- Construction Type
- Wall Height
- Life Expectancy

- **Eff YR Built**: The Effective Year Built is used only when the condition of the Improvement/ Section reflects something different than should be present based on the original year of construction. The Effective Year Built field can be used to effectively increase or decrease the age of an Improvement/Section. It is not the year it was remodeled. When present, the Effective Year Built is used in calculating the Physical Depreciation Factor and determining the Structure Value for the Improvement. The field should be left blank if no Effective Year Built is to be used.



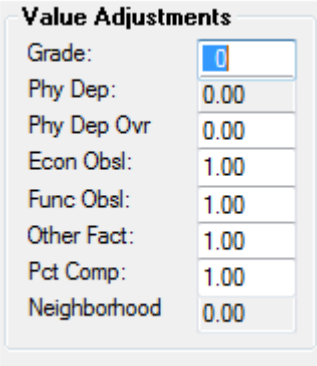
- **Area**: The square foot heated area of the Improvement/Section is entered in this field. The field can be left at zero and WinGAP will calculate the Area if the Sketch Module is used to draw the Improvement/Section.
- **Perimeter**: The distance around the sides of the heated area of the Improvement/Section is entered in this field. As in Area, the field can be left at zero and WinGAP will calculate the Perimeter distance if the Sketch Module is used to draw the Improvement/ Section.
- **Story Height**: The story height of the Improvement/Section is selected in this field. If the Commercial Improvement is to be sketched, it is not necessary to select the Story Height. The Story Height field will be filled in by WinGAP, based upon the Commercial Improvement Label that was selected for the sketch. If the Area and Perimeter, above, are entered manually, and the Commercial Improvement is not sketched, the user can select from the possible Story Height choices by:

    - keying the first number of the Story Height, such as "1" in "1 Story" or
    - clicking on the combo box or
    - pressing the Down Arrow to select the Story Height

  There is no limit to the number of Story Heights that can be set up in **Tools >> Schedules / Tables >> Improvement Labels**.

- **Common Wall**: The total length of any Common / Party Wall(s) between two separate Commercial Improvements/Sections is entered in this field. If a length is entered, the following adjustment will be made by WinGAP to the Perimeter of the Commercial Improvement: (Perimeter - Common Wall) + (Common Wall * .50). In other words, HALF the keyed distance of the Common Wall is removed from the Total Perimeter.
- **Section Area**: The value in this field will represent the total square footage of this Section of the Commercial Improvement, adjusted by the Identical Units and the sketch label's area factor. This field is not accessible to the user.
- **Total Bldg Area**: The value in this field will represent the sum of the Section Areas, with their adjustments, of this Commercial Improvement. This field is not accessible to the user.

Value Adjustments section



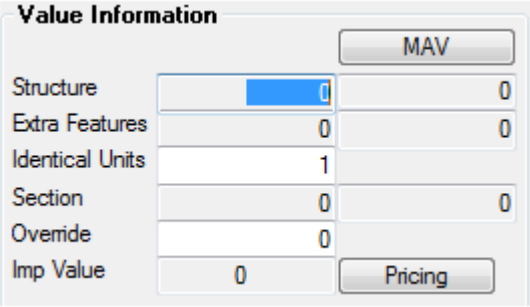
- **Grade**: The first of the fields in the Value Adjustments section of the Form is the Grade. The Grade is a numerical assignment representing the quality of materials and workmanship for the Improvement/Section. The appraiser is responsible for assigning the Grade, and the range can be from 1 to 999. No decimal is used in data entry. The Grade is used in calculating the Physical Depreciation Factor of the Improvement.
- **Phy Dep**: The WinGAP calculated Physical Depreciation displays in this field. It is based upon the Grade and the Year Built (or Effective Year Built). The Physical Depreciation will display even if there is an entry in the Phy Dep Ovr field, below. While this field is accessible, the value in it cannot be changed by the user.
- **Phy Dep Ovr**: The Physical Depreciation Override field is used to override the calculated Physical Depreciation performed by WinGAP. The field defaults to 0.00 (zero) and should remain at this value unless the appraiser wishes to apply a set Physical Depreciation for the Improvement/Section.
- **Econ Obsl**: Economic Obsolescence is a numerical assignment representing the appraiser's judgment of how the economic area that the Improvement is located in has affected the value of the Improvement. The range can be from .01 to 9.99. The default is 1.00. There must be an entry in the Economic Obsolescence field. A value of 0.00 will result in a zero value for the Improvement/Section.
- **Func Obsl**: Functional Obsolescence is a numerical assignment representing the appraiser's judgment of the % good with regards to functional obsolescence. For example, an Improvement/Section determined by the appraiser to have functionally depreciated by 20% would be 80% good, and .80 would be keyed in the Functional Obsolescence field. The range can be from .01 to 9.99. The default is 1.00. There must be an entry in the Functional Obsolescence field. A value of 0.00 will result in a zero value for the Improvement/Section.
- **Other Fact**: Any other appraiser determined factor that should be applied to the Improvement/ Section can be keyed in this field. The range can be from .01 to 9.99. The default is 1.00. There must be an entry in the Other Factors field. A value of 0.00 will result in a zero value for the Improvement/Section.
- **Pct Comp**: The Percent Complete field represents the % completed status of the Improvement/Section. If construction on the Improvement/Section is finished, it is 100% complete. If it is not 100% completed, the value keyed in this field is the appraiser's determination of how complete the Improvement/Section's structure is. The range can be from .01 to 1.00. The default is 1.00. There must be an entry in the Percent Complete field. A value of 0.00 will result in a zero value for the Improvement/Section; a value greater than 1.00 will be converted to 1.00.
- **Neighborhood**: The Neighborhood Factor is used to calculate the Structure Value of the Commercial Improvement. The Neighborhood Factor that displays in this field is determined by two items: 1) the Neighborhood for the Parcel, as selected on the Real Property General Information Form; and 2) the Factor for the Commercial Improvement for this particular Neighborhood, as defined in the Neighborhood Schedule (**Tools >> Schedules / Tables >> Neighborhoods**). If no Neighborhood is defined, a 1.00 will display as the Factor.

  As discussed on the Real Property General Information Form and in **Tools >> Schedules / Tables >> Neighborhoods**, Neighborhood Factors can be applied against Commercial Improvements, Urban Land, Rural Land, Commercial Improvements, and Accessory Buildings. The value represents percent good and is multiplicative. **Example:** if the Neighborhood Factor for Commercial Improvements for this Parcel's Neighborhood is 1.10, the Section Value will be ((1.10 x Structure Value) + Extra Features Value) x Identical Units). The Neighborhood Factor can range from .01 to 9.99.

Value Information section

From the Value Adjustments section of the Form the user is taken to the Values section. The Values section is divided into two columns: the **Fair Market Values** column, and the **MAV Button** / **Fields** column. A discussion of the fields and buttons in this section follows.

Fair Market Values



- **Structure**: The WinGAP calculated value of this Improvement/Section will display in this field. The Structure value may be different from the Section value (discussed below), and it may also be different from the Improvement Value (discussed below).
- **Extra Features**: The WinGAP calculated value of any Extra Features, or appendages, for the Improvement/Section will display in this field. Extra Features are added by clicking on the **Extra Features** Button on the upper right of the Form.
- **Identical Units**: The number of Identical Units of this particular Improvement/Section. If other Sections of the Improvement are identical to this one, than the total number of Identical Units is keyed here, rather than adding another Improvement/Section. The default is 1, and the field only accepts values of 1 or greater.
- **Section**: The WinGAP calculated value of the Section, based upon the Structure Value, the Extra Features value and the number of Identical Units.
- **Override**: The Override Value represents an assigned value for both the Commercial Improvement/Section and any Extra Features attached to the Improvement/Section. An entry in this field overrides all Commercial Improvement calculations for this Improvement/Section.
- **Imp Value**: The WinGAP calculated total Improvement Value of this Commercial Improvement, which includes all Sections, Extra Features, and Identical Units of the Improvement.

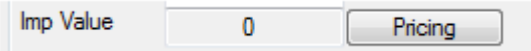
MAV Button / Fields

- **MAV**: Below the MAV button are three fields that hold the WinGAP generated Moratorium Appraised Value for the following:
    - The MAV for the Commercial Improvement/Section. A value will display in the Commercial Improvement MAV field after the Apply button on the Commercial Improvements Form is clicked. The Structure MAV may be different from the Section MAV (discussed below).
    - The Extra Features MAV. A value will appear in this field after the Extra Features are added on the Extra Features Form and the user returns to the Commercial Improvements Form.
    - The Section MAV for this Section of the Commercial Improvement. A value will appear in the Section MAV field after the Apply button on the Commercial Improvements Form is clicked.

Should the MAV for the Commercial Improvement need to be changed by the user, the MAV Button should be clicked to manually edit this value. The following should be noted when entering a value in this field:

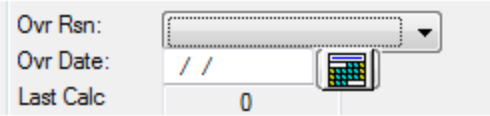
- Values keyed via the MAV Buttons are not monitored
- Keyed MAV values are permanent only for that screen session
- Any future changes to the property could modify MAV

Pricing Button



To the right of the Improvement Value field is the **Pricing Button**. This Button can be clicked to display the Commercial Improvements calculations summary for this Improvement/Section. This information is discussed in the Commercial Improvements Calculations Summary section of this manual.

Override Information



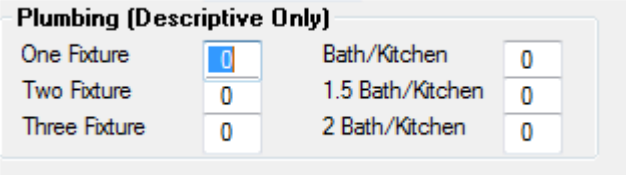
- **Ovr Rsn**: If an Override Value is entered, a reason for the Override must also be selected. As in other combo box fields, the user can select from the available Override Reason choices by

    - keying the first letter of the reason or
    - clicking on the combo box or
    - pressing the Down Arrow to select the reason type

  There is no limit to the number of Override Reasons that can be set up in **Tools >> Schedules / Tables >> Override Reasons**.

- **Ovr Date**: If an Override Value is assigned to this Improvement/Section, the date the override was applied should be keyed in this field .
- **Last Calc**: If a change is made to any of the Improvement/Section information that affects the value, the Last Calc field will display the previous calculated Improvement/Section value, and the Imp Value field will display the new calculated value. However, once the Apply Button is clicked and the user remains on the Commercial Improvements Form, or clicks the OK Button and leaves the Form, the new Improvement/Section value will display in both the Last Calc and Imp Value fields on the Commercial Improvements Form.

Plumbing section

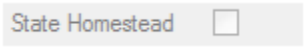


The number of Bathrooms and Kitchens in the Improvement/Section are keyed in this section, as follows. Plumbing entries have no effect on value. Plumbing must be entered as an Extra Feature to have an impact on value.

- **One Fixture**: The number of Bathrooms with one Plumbing Fixture is keyed in this field. The range is 0 to 999.
- **Two Fixture**: The number of Bathrooms with two Plumbing Fixtures is keyed in this field. The range is 0 to 999.
- **One Fixture**: The number of Bathrooms with three Plumbing Fixtures is keyed in this field. The range is 0 to 999.
- **Bath/Kitchen**: The number of Bathroom/Kitchen combinations is keyed in this field. The range is 0 to 999.
- **1.5 Bath/Kitchen**: The number of 1.5 Bathroom/Kitchen combinations is keyed in this field. The range is 0 to 999.

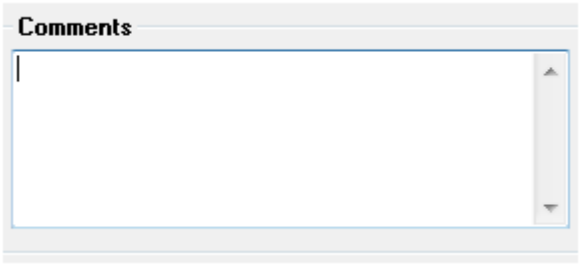
- **2.0 Bath/Kitchen**: The number of 2.0 Bathroom/Kitchen combinations is keyed in this field. The range is 0 to 999.

State Homestead Checkbox



- **State Homestead**: If the Commercial Improvement qualifies for the State Homestead Exemption, a checkmark should be placed in the this checkbox. The checkbox will not be enabled unless the Homestead Code assigned to this parcel has been designated as a State Homestead. The value of all Commercial Improvements on the parcel designated for the State Homestead will be summed and placed in the field in Realprop called statehsval. If the parcel is less than or equal to 10 acres, the value of the land will be added to the homestead improvement total and placed in the statehsval field. If the parcel is greater than 10 acres, a per acre value will be obtained (land value divided by total acres) and multiplied by 10 to obtain the land value eligible for the new State Homestead. The flags and values will be passed to the digest vendors for processing the exemption. Procedures are in place to remove flags and value when the homestead is changed to a code that is not designated as 65 and Older State Homestead Code.

Comments / Appraiser section

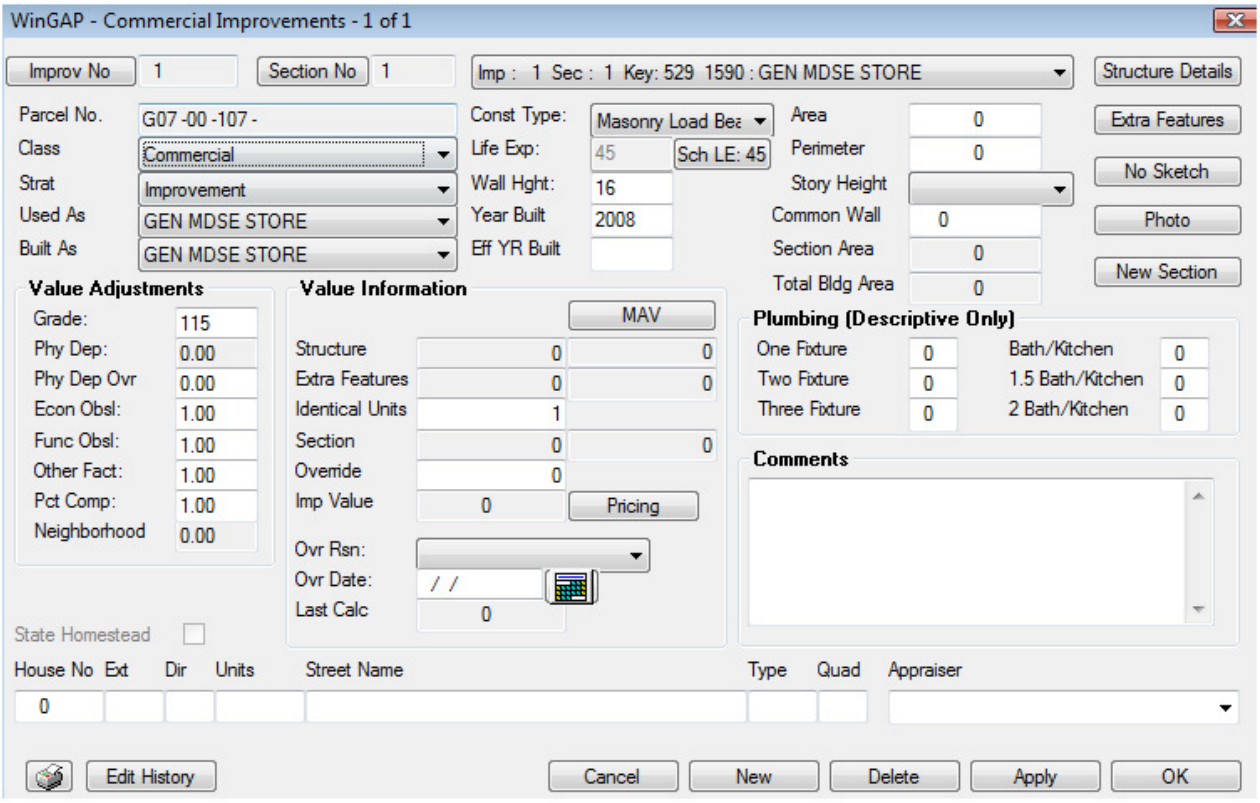


From the Plumbing section of the Form the user is taken to the Comments section, where unlimited comments about the Commercial Improvement can be entered. From the Comments field the user is taken to the Appraiser field, where the Commercial Improvement field appraiser can be selected from the Appraiser combo box, or the Appraiser's name can be keyed into the combo box field.

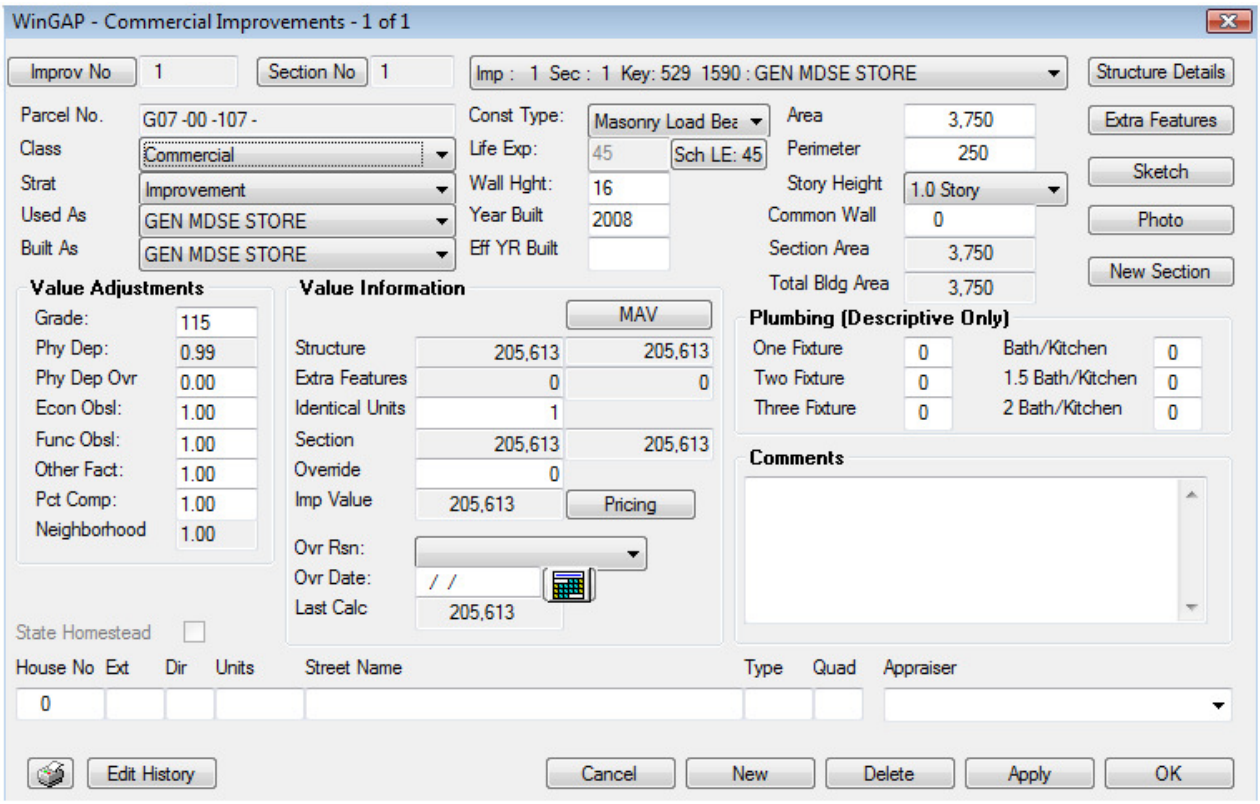
House No, Ext, Dir, Units, Street Name, Type, Quad, Appraiser section

- **House No**: The House No field is where the House Number of the Residential Improvement is keyed.
- **Ext**: If the street address contains an extension such as A, 1/2, etc., it should be keyed here.
- **Dir**: The direction (North, Southeast, etc.) of the street.
- **Units**: The Unit Number of the property, sometimes used by Apartments and Condominiums. Examples would be Unit 5, Apartment A, etc.
- **Street Name**: The name of the Street or Road where the Parcel is located. 25 characters of information can be keyed into the field.
- **Type**: The Type of Street, such as Road, Drive, Hwy, Lane, etc., is keyed here.
- **Quad**: The post-direction used in addressing, such as 4888 Peachtree St. NW. The NW is the post-direction.
- **Appraiser**: The Commercial Improvement field appraiser can be selected from the Appraiser combo box, or the Appraiser's name can be keyed into the combo box field.

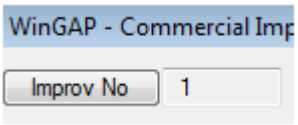
At this point the user should click the **Apply Button** at the bottom of the Commercial Improvements Form to make sure that all data entry on the Form is saved, as seen on the next page. At this point, unless the Area and Perimeter are manually entered, the Commercial Improvement / Section will not have a value because it has not been sketched.



Once the Commercial Improvement has been sketched, Structure, MAV, Section, and Total Improvement Values will display on the Commercial Improvement Form, as seen below.

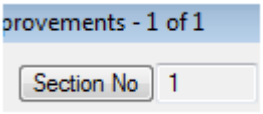


Improv No button



Once the Apply button is clicked on the Commercial Improvements Form, the Improv No button (Improvement Number) on the upper left side of the Form becomes available. If the Improvement Number has to be changed, access to the Improvement Number field is provided by this button.

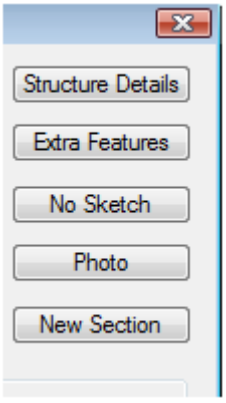
Section No button



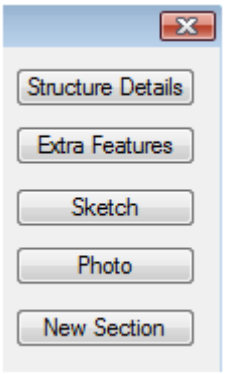
Once the Apply button is clicked on the Commercial Improvements Form, the Section No button (Section Number) on the upper left side of the Form becomes available. If the Section Number has to be changed, access to the Improvement Number field is provided by this button.

Commercial Improvements Form Access Buttons

(If the Commercial Improvement has not been sketched)



(If the Commercial Improvement has been sketched)



In the upper right of the Commercial Improvements Form are five buttons that allow access to additional features or capabilities provided by WinGAP for storing information about Commercial Improvements. All of these Buttons become available once the Apply Button is clicked.

Structure Details Button

The **Structure Details Button** takes the user to the **Commercial Improvement Details Form**, where detailed information about the construction of the Improvement/Section, such as foundation, roof cover, and wiring can be entered. The procedures for entering Structural Detail information are discussed in the Commercial Improvement Details Form section of this manual.

Extra Features Button

The **Extra features Button** takes the user to the **Commercial Extra Features Form**, where detailed information about the Extra Features of the Improvement/Section, such as loading docks, canopies, and sprinklers can be entered. The procedures for entering Extra Features information are covered in the Commercial Extra Features Form section of this manual.

No Sketch / Sketch Button

If the Commercial Improvement has not been sketched, or the area data has been keyed instead of being derived from sketching, The **No Sketch** / **Sketch Button** will read **No Sketch**. To sketch the Commercial Improvement, the user should click the No Sketch button, which takes the user to the WinGAP sketching module, where Improvement / Section heated areas, Extra Features, and site improvements can be sketched and labeled. If the Improvement / Section Area and Perimeter values were not entered in their respective fields on the Commercial Improvements Form, the No Sketch Button MUST be clicked to access the Sketching Module and draw the Improvement / Section. Otherwise, the Improvement/Section will not have any Structure or Section Values because the necessary square footage and perimeter values needed to perform value calculations are non-existent. Sketching Procedures are covered in the Sketching Module section of this manual.

Photo Button

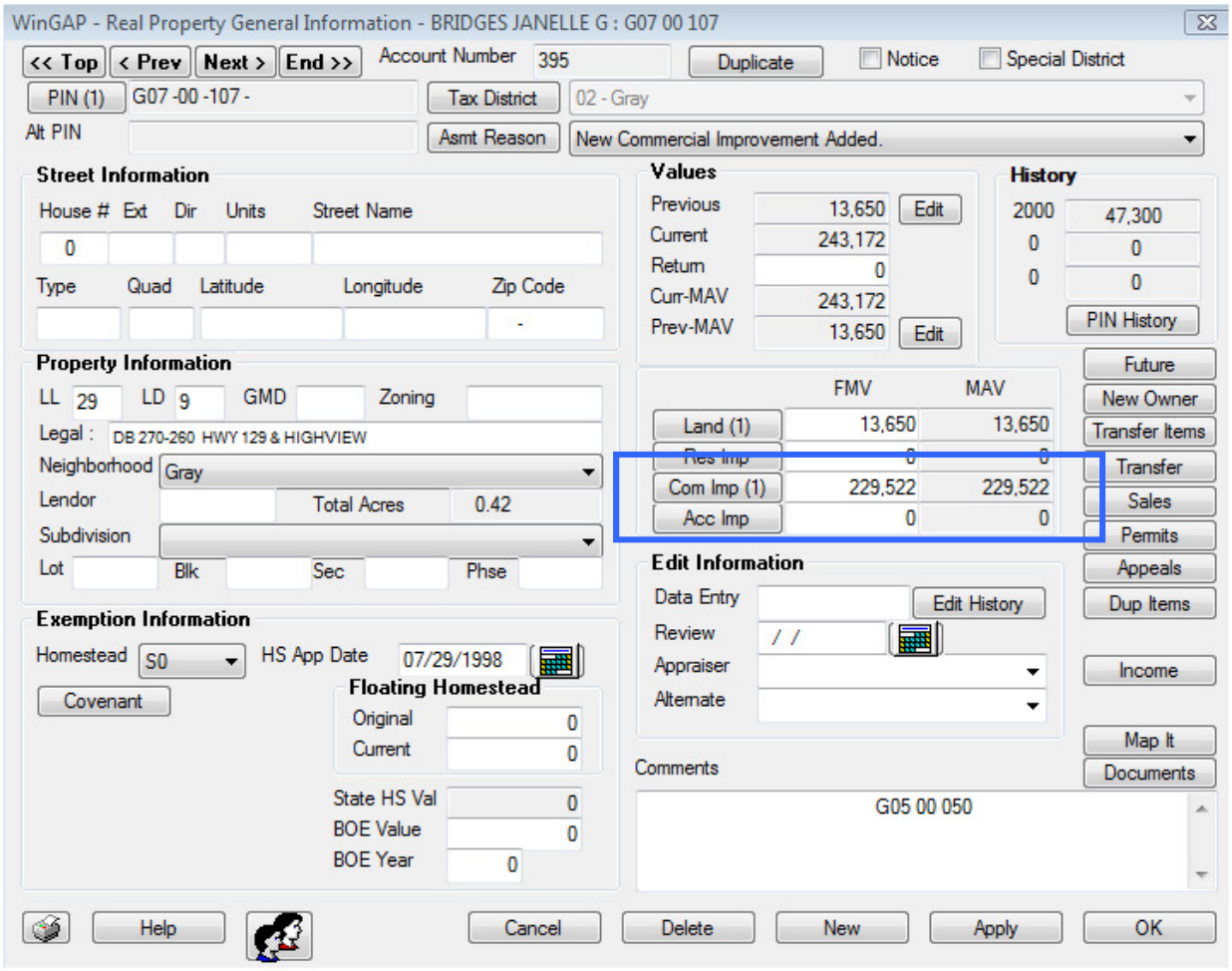
Digital photos of this Commercial Improvement can be attached by clicking on the **Photo Button**. These procedures are discussed in the WinGAP Photo Module section of this manual.

New Section

The **New Section Button** will produce another Commercial Improvements Form, where a new Section can be added to this Improvement. WinGAP will sequence the Section numbers and display the new number in the Section field at the top of the Form. The Improvement Number will remain the same (additional Commercial Improvements on the same Parcel are added by clicking the **New Button** at the bottom of the Commercial Improvements Form). The Construction Type and Life Expectancy fields will default to those of the last Section added to the Improvement. All other data entry fields will require new information about the new Section that is being added. At the conclusion of entering information about the new Section, the user should click the **Apply Button** at the bottom of the Commercial Improvements Form to make sure that all data entry for the new Section is saved before proceeding to other tasks, such as sketching or adding structural information for this Section. If no other tasks are to be performed on this Section, the **OK** Button may be clicked in lieu of the **Apply** Button to save the information and close the screen.

Exiting the Commercial Improvements Form

When Commercial Improvement data entry is completed, the user leaves the Form by clicking the OK Button, returning to the Real Property General Information Form, as seen on the next page. Both the Fair Market Value (FMV) and Moratorium Adjusted Value (MAV) for the Commercial Improvement(s) will now display in their respective fields. The Com Imp Button to the left of the value fields can be clicked to return to the Commercial Improvement Form if further changes are needed.



NOTE: As mentioned earlier, if the user attempts to exit the Commercial Improvements Form when any of the following information is missing or invalid, the user will receive an error message:

- Used As
- Built As
- Construction Type
- Wall Height
- Life Expectancy

The user MUST correct the missing or invalid information before leaving the Commercial Improvements Form.